

Helpful Information for Your New PCard

- x **Always** - ship to a USF system address²If an exception is needed, contact us
- x **Amazon** ²All Amazon purchases made for legitimate USF business purposes must be made through the USF System centralized Business Account.
- x **Present** - Your FL tax exempt card whenever you make a purchase from a FL vendor ²in person/online/via phone
- x **Ensure** - You know your single transaction & monthly limits ²if you need an increase (temp/perm), contact us
- x **Do not** - Split transactions (separate a purchase in two in order to bypass the transaction limit)
- x **Remember** - The billing cycle is from the 5th of the current month to the 4th of the following month
- x **Call** - JPMorganChaseFIRSTif your card is lost or stolen to issue a new card:
 - f Inside USA: (800) 316-6056 | Outside USA: (847) 488-3748
 - o **THEN**submit an Account Closure Form to PCard Services

Important Contact Information:

Name	Phone	Email	Use If
Charlotte Eppich PCard Manager	(813) 9745785	ceppich@usf.edu	All questions about PCard
Roselyn Rodriguez PCard Supervisor	(813)974-5676	roselynr@usf.edu	