

# Helpful Information for Your New PCard

- x **Always** - ship to a USF system address<sup>2</sup>If an exception is needed, contact us
- x **Amazon** <sup>2</sup>All 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 <sup>2</sup>in person/online/via phone
- x **Ensure** - You know your single transaction & monthly limits <sup>2</sup>if 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 5<sup>th</sup> of the current month to the 4<sup>th</sup> 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 THENsubmit an Account Closure Form to PCard Services

## Important Contact Information:

Name	Phone	Email	Use If
Charlotte Eppich PCard Manager	(813) 9745785	<a href="mailto:ceppich@usf.edu">ceppich@usf.edu</a>	All questions about PCard
Roselyn Rodriguez PCard Supervisor	(813)974-5676	<a href="mailto:roselynr@usf.edu">roselynr@usf.edu</a>	