

Wesleyan University

JPMorgan Chase Purchasing Card (PCARD)

Sponsored by MasterCard

Why the PCARD?

Bank of America Visa vs JPMorgan PCard

Bank of America Visa

- Primarily travel card
- Standard limits and use
- Relied on customer service rep. for card maintenance
- Limited reporting capabilities
- No rebate potential

JPMorgan PCARD

- Purchasing card
- Customized cards
- Online real-time maintenance
- Advanced reporting capabilities
- Rebate potential

PCARD Benefits

<http://www.wesleyan.edu/finance/financeDept/pcard>

- Best business practice employed by Universities across the country
- Control, flexibility, convenience
- No need to use personal funds or obtain reimbursements
- Reduces the need for petty cash
- Reduction of paperwork
- Approval efficiency
- Information availability
- Purchase control
- Travel insurance

Applying for the PCARD

Applying for the PCARD

*The PCARD is issued in the name of and on behalf of Wesleyan University. There is no impact on the cardholder's personal credit history.

- Access the PCARD application at:
<http://www.wesleyan.edu/finance/financeDept/pcard/PCardApplication.pdf>
- Print out and complete all information
- Obtain Supervisor and Cabinet Member/Fiscal Manager approval
- Submit completed application to Tami Sabo
- Standard processing time is 7-10 business days from receipt of completed application

Issuance of PCARDS

- New cards are mailed directly to the Finance Office
- New cardholders will be notified when their card is ready for pickup.
- Pick up cards at: Finance Office/North College/4th Floor/Rm 423
- Applicants are required to read PCARD Policies & Procedures prior to receipt of card:

<http://www.wesleyan.edu/finance/financeDept/pcard/pcardpolandproc.htm>

Commonly Used PCARD Terms

PCARD: JPMorgan Purchasing Card sponsored by MasterCard

SDOL: SmartData Online

Online reporting tool that allows cardholders to review charges, cost allocate and split transactions, and run reports

Default Account Number:

Account number identified by cardholder in which all charges will post unless otherwise allocated.

Reallocating:

Allocating account codes (account number or object code) from the default code to a different code through SDOL

MCC: Merchant Category Code

4 digit number assigned by MasterCard to classify each business by type of goods or services sold

Commonly used PCARD Terms(cont'd)

Default object codes are based on the vendor's MCC

<u>Merchant Name</u>	<u>MCC</u>	<u>Object Code</u>
US Air	3063	4505(Airfare)
WB Mason	5943	2100 (Office Supplies)
Mariott	3509	4520 (Lodging)
Target	3510	2450 (Misc)

Download:

Process of extracting credit card charges from SDOL and posting to our financial system

Level III Reporting:

The ability of a vendor to submit detail purchase information

Using the PCARD

pcard@wesleyan.edu

Using Your PCARD

Do's

- Use your card for University purchases
- Maintain security of the card
- Obtain itemized receipts from the vendor at time of purchase
- Contact JPMorgan immediately if your card is lost or stolen.

Don'ts

- Use your card for personal expenses
- Share your card with other employees or students
- Submit a request for expense reimbursement for PCARD charges

Managing your Card

- Obtain all receipts & invoices from the vendor at time of purchase
- Keep track of your receipts and business purpose of charges (optional: Purchase Log)
- Access SDOL to review charges and/or reallocate transactions periodically throughout billing cycle
- Reconcile statement by reviewing all charges and attaching receipts/invoices with business purpose noted for each charge
- Sign the statement and obtain supervisor signature
- Submit statement to the Finance Office by due date.

MEAL DOCUMENTATION

NOT VALID

Sanford's Grub & Pub
115 East 17th Street
Cheyenne, Wyoming

MSTRCP#
Type: : PreAuth
Card Number: : xxxxxxxxxxxx0900
Date/Time : 20/05/2008 02:01:20 PM
Check : 154616
Server Name : JOHN
Table : 42
Approval # : 095993

SUBTOTAL: \$31.78

TIP: \$ 6.00

TOTAL: \$ 37.78

Approved - Thank You

* Customer Copy *

Thanks for comin' to Sanford's...
Please join us Monday thru
Friday from 3p to 6p for drink
specials and 1/2 priced
appetizers. See ya soon!!!

VALID - Both

Sanford's Grub & Pub
115 East 17th Street
Cheyenne, Wyoming
Tel: (307) 634-3381
Check #: 154616

Server: JOHN Date: 05/20/2008
Table: 42 Time: 13:59
Client: 3

1	Water	0.00
1	Iced Tea	2.50
1	Pepsi	2.50
1	Sanford Salad	7.99
1	The Jack	8.29
1	Flat Tire	8.49
	\$.50	0.50

SUB-TOTAL: 30.27
TOTAL TAXES : 1.51

TOTAL: 31.78

Thanks for comin' to Sanford's...
Please join us Monday thru
Friday from 3p to 6p for drink
specials and 1/2 priced
appetizers. See ya soon!!!

CENTRAL BILL PROCESSES

PCard is accepted when purchasing from the following vendors:

- WB Mason
- Staples
- Inn at Middletown*
- Enterprise*
- Sanditz*

Continue to use central bill process with:

- FEDEX
- Pro Shred

*Note: Certain centrally billed processes will be phased out and replaced with PCARD payment

WB MASON

https://b2b.wbmason.com/Checkout.aspx

Welcome, Valerie Nye of MD7102 [Logout](#) [Cart](#) 2 Items \$29.62 [Checkout](#)

WHO BUT W.B.MASON Type Search Here Filter By: [Create Favorites List](#)
Save lists of your favorite products

[Quick Order](#) [My Account](#) [Help](#) [Contact Us](#)

[Home](#) [Office Supplies](#) [Ink & Toner](#) [Furniture](#) [Business Machines](#) [Green](#)

Checkout

To process your order please provide the Shipping, Billing and Expense Instructions below.

Shipping Instructions

Please provide the Shipping information below.

Shipping Address*

Attention*

Room*

Building*

Special Instructions

Billing Instructions

Please provide the Billing information below.

Billing Address*

Payment Method* On Account Credit Card Procurement Card

Credit Card Number* Expiration Date**

Name on Card* Card ID

[Where is my Card ID?](#)

STAPLES

WB Mason | Purchase Information

Your Order: Purchase Information

- Please review and complete payment information then click 'Submit'.
- If you need to change your order, click 'Cancel'.
- Fields marked * are required.

Purchase Information

Purchaser's Name: Val Nye
Phone: (860) 685-3192
Email: vnye@wesleyan.edu
Company Name: WESLEYAN UNIVERSITY
Bill To: 1028898

Shipping Information

Recipient's Name: Val Nye
Ship To Location: 237HIGH
Company Name: WESLEYAN UNIVERSITY
Address #1: 237 HIGH ST/NO COLLEGE
Address #2:
Address #3:
Floor:
City, State, Zip Code: MIDDLETOWN, CT 06459
Country: USA
*Phone: (860) 685-3192 x

Accounting Information

*Account Code: 250210-2111
*PO: STAPLES
*Room/Floor Information:
Please enter your room/floor details for delivery purposes

Payment Method	Credit Card No.	Expiration Date	Edit Profile Options
----------------	-----------------	-----------------	----------------------

Invoice this account

Use a new credit card

MasterCard / Month / Year

Save to Profile
(This card will be saved to your user profile)

Cancel Submit Order

Existing customer questions and support: 1-800-633-6080, links@staples.com
[Policies, Terms & Conditions, Privacy & Security](#) | Copyright 1999 - 2005 Staples, Inc. All rights reserved.

One Time Payment Setup

See website for specific instructions

VENDOR

- INN AT MIDDLETOWN
- ENTERPRISE RENT A
CAR
- SANDITZ TRAVEL

INITIAL SETUP METHOD

- Phone call
- Fax Driver Profile
- Online Travel Profile

COMMONLY USED VENDORS

- Advanced Printing
- Gas Stations
- Fischer Scientific
- CT Rental
- Crystal Rock
- Home Depot
- ACE Hardware

SDOL

<http://sdol.jpmorganchase.com/Screen/Login>

JP Morgan Chase
Customer Service
800.316.6056
*Available 24 hours/day, 7
days/week

**Wesleyan P Card
Administrator**
Tami Sabo
tsabo@wesleyan.edu
860.685.2958
Fax: 860.685.2814

**PURCHASING
CARD**
pcard@wesleyan.edu

**Wesleyan
Accounts Payable**
Tammy Harley
Lynne Gambell
Janet Gyurits
ap@wesleyan.edu
Fax: 860.685.2814

Purchasing Manager
Olga Bookas
obookas@wesleyan.edu
860.685.2122
Fax: 860-685-2814