



Debunking the Pcard

Some quick information and updates on using the Lehigh University Procurement Card.

- It is used for university business purchases of goods and services less than \$2,000, excluding certain restricted commodities, such as travel and entertainment.
- All card holders should be familiar with the Pcard Policy. Because the Policy is a “living” document, cardholders can always access the most current version of the Policy on our website at: www.lehigh.edu/~inubs/purchasing/ProcurementCard.shtml.
- Cards should not be “shared”. Should suspicious activity be questioned on a card, the university has no power to dispute the charges if a person other than the cardholder is purchasing on that card. Anyone who needs a card to make purchases should have his/her own individual card.
- JPMC does an effective job of reducing fraudulent charges by constantly policing transactions 24/7/365. Purchases outside of the cardholder’s geographic location (especially outside of the USA), multiple transactions within a short period of time, or jewelers and other retailers are examples of transactions that may trigger a “fraud” check by JPMC. It is imperative when JP Morgan Chase contacts you to verify transactions, you return their call immediately. When fraud is suspected, your card is automatically put on hold. Once you have verified the questionable transaction, the hold on your card will be removed OR your card will be closed and a new card will be issued (generally received in two business days).
- Cardholders can help reduce Lehigh’s risk by evaluating their monthly dollar limit requirements and keeping that limit at the lowest, workable amount. If historically you spend \$10,000 a month, there is no need to have a \$20,000 monthly limit. This reduces the total amount Lehigh could be liable for should a card be lost or stolen.
- If a card is lost or stolen, call JPMC immediately at 1-800-270- 7760. Representatives are available 24/7/365 worldwide to take immediate steps to close the card and reduce our liability.



Did you Know....

When calling JP Morgan Chase for questions regarding your Pcard, the last four digits of your Lehigh ID (LIN) is what is used INSTEAD of your social security number.



UPCOMING PROCUREMENT CARD AUDIT

Purchasing Services will be conducting yearly audits of Pcards. Each Pcard holder will receive communication asking for the following verification: last four digits of card number, single transaction limit, monthly transaction limit and whether or not the card is still needed.

If the card is no longer needed, a Pcard maintenance form will need to be completed and forwarded to Purchasing. If at any time, it is decided a Pcard is needed again, the enrollment form would need to be completed. Generally a new card can be obtained within two business days.



What's the difference between the Pcard and the Corporate Credit Card?

You can apply for a JP Morgan Chase Visa Card under the Lehigh University's corporate card program. The Lehigh Corporate Charge Card is provided to full time faculty and professional staff members free of charge as a tool for charging business travel expenses.

Its use should be differentiated from a Procurement Card that is offered through the University Purchasing Office which may not be used for travel expenses. The goals of the corporate card program are to provide a source of credit to University travelers, convenient access to cash, and reduction in the need for out-of pocket expenses.

The corporate charge card is issued in your name, and you are responsible for all charges made with it. The card should be limited to official Lehigh business travel. There is no annual fee, no points earned and interest rates are competitive. Late fees or penalties incurred on the Corporate Card are not reimbursable. It is the cardholder's responsibility to review the monthly statement and ensure that charges are legitimate. All charges made are reported to the University in a secure, password protected site. This allows Lehigh to accumulate information useful in negotiating vendor discounts.

The application can be found at http://www.lehigh.edu/~infinsv/corporate_card.html. Once applications are completed, please forward to the Finance and Administration Office, Alumni Building.

The Lehigh University Procurement Card (Pcard) has been established to provide a convenient means with which to make purchases of goods and services and, at the same time, reduce paperwork, processing time and the costs associated with initiating and paying for those purchases.

The Pcard is designed to handle low dollar purchases that account for a small percentage of dollars spent, yet a high number of transactions. It is not an all purpose card; certain transactions such as travel and entertainment are prohibited, and will be blocked.

The Office of Purchasing Services is responsible for managing the program, and each academic or administrative department is responsible for managing its Pcard accounts. More information regarding Pcards can be found at: <http://www.lehigh.edu/~inubs/purchasing/ProcurementCard.shtml>



Reminder Emails

Starting this November, you will receive an email from JP Morgan Chase that your statement is available for printing. The email will be sent the day after the billing cycle ends, which is typically the 20th of every month. You may either log into JPMC's Paymentnet System and print the statements yourself OR you can wait for the paper statement to come in the mail. You are encouraged to print your own statements for the following reasons:

- This will expedite forwarding the statements, business purpose and receipts to Accounts Payable. Statements are due to Accounts Payable by the 15th of the month
- When printing your own statement, the entire credit card number is not printed – only the last four digits. This is another precaution for preventing fraud

If you prefer to eliminate receiving the paper statements, please contact Brenda at 83266 and she will walk you through the short process.

