



## CSN P-CARD AT A GLANCE

CSN P-Card Coordinator:	702-651-4346 or email <a href="mailto:Ask.P-Card@csn.edu">Ask.P-Card@csn.edu</a>
J.P. Morgan Bank Contact:	1-800-270-7760
Need more information?	See CSN P-Card Program User's Manual at: <a href="http://www.csn.edu/askpcard">http://www.csn.edu/askpcard</a>
Cardholder 101	<ul style="list-style-type: none"> <li>○ ONLY the Cardholder is permitted to use the card.</li> <li>○ Understand College policies &amp; procedures.</li> <li>○ Receipts/Documentation are required for ALL purchases.</li> <li>○ Don't forget to request your Tax Exemption.</li> <li>○ Verifications are required for every Billing Cycle you have transactions.</li> <li>○ Ensure funding is available.</li> <li>○ Adhere to Purchasing billing cycle deadlines.</li> <li>○ Secure and maintain records per the required record retention policy.</li> </ul>
What ways can I place orders?	In person, by phone or via a secure internet connection.
What can I buy?	The P-Card is a tool for small dollar purchases, that can be used at any merchant accepting MasterCard, and is consistent with the policies as outlined in the CSN P-Card Program User's Manual.
What can't I buy?	See the CSN P-Card Program User's Manual for Restrictions. Note: The general restrictions in the manual are not all-inclusive. If unsure, contact the P-Card Coordinator for specific directions.
Returns and Credits	If returning purchases to a merchant, have them credit the P-Card. Get a credit memo or return documentation and verify the transaction to the same Spend Category and Worktag as the original transaction.
Lost, Stolen or Compromised Cards	<ul style="list-style-type: none"> <li>○ IMMEDIATELY contact J.P. Morgan at 1-800-270-7760</li> <li>○ Then contact the P-Card Coordinator.</li> </ul>
Billing errors	Contact the merchant immediately for resolution.
Disputes	If unable to resolve with merchant, contact J.P. Morgan and the P-Card Coordinator.
Billing Cycle	Typically ending the 25th of each month. The actual dates and deadlines can be found on the Ask.P-Card website.
Verification Period	<p>Seven business days after the Billing Cycle ends.</p> <p>ALL transactions MUST be reconciled.</p> <p>Best Practices suggest reconciling throughout the month.</p>
When in doubt...	Contact the P-Card Coordinator or Administrator at 702-651-4346 or email <a href="mailto:Ask.P-Card@csn.edu">Ask.P-Card@csn.edu</a> .