



Student P-Card Training

Office of Undergraduate Research

Credit Card Company



- JP Morgan Chase
- Report to JP Morgan Chase if lost or stolen
- 1.800.316.6056 Customer Service
- 1.847.622.2495 Fax

Cardholder Policies & Procedures

- Keep you card secure
- P-card purchases are **SALES TAX EXEMPT** within Utah
- Sales tax exempt number is on the card
- May use Utah State Tax Commission Form if # on card does not work with vendor
- **ALWAYS ASK FOR TAX EXEMPTION**

Restricted Items



- NO personal purchases (souvenirs, etc...)
- NO alcoholic beverages
- NO controlled substances (prescription drugs, narcotics, etc.)
- NO Gasoline, except when using a rental car – approved through your grant
- ***DO NOT purchase personal items because you had to pay for a business expense with your own cash. You will be reimbursed for your cash purchases upon return.***

Receipts



- **ALWAYS SAVE ALL RECEIPTS**
- Receipts need to be **ITEMIZED** to show what purchases were made. (the credit card slip with total will NOT work)
- Food receipts must be **ITEMIZED** to show what food was purchased (the credit card slip with total & tip will NOT work)
- You may need to ask for an **ITEMIZED** receipt at restaurants & convenience stores.
- Receipts from online purchases (such as airline tickets) are acceptable
- **SIGN & DATE ALL RECEIPTS**

P-card limitations



- Limited amount of money
- It can only be used as a credit card, not a debit card (will not work as an ATM)

Student Responsibility



- Return receipts to OUR **EVERY MONTH** (first week of the month for the previous month's purchases)
- Return P-card to OUR when research is complete (this date is listed on your p-card agreement form)

Contact Information

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