



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 your 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**



Policy and Restricted Items

- No Per Diem requests will be allowed.
- No rental car requests will be allowed.
- No fuel expenses will be allowed.
- No supplies will be allowed.
- NO alcoholic beverages
- NO controlled substances (prescription drugs, narcotics, etc.)

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)
- Receipts from online purchases (such as airline tickets) are acceptable
- **SIGN & DATE ALL RECEIPTS**

P-card limitations



- Limited amount of money
- Declining balance on credit card
- It can only be used as a credit card, not a debit card (will not work at 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)
- Need to make a copy of the Conference Program with your name

Contact Information

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