



On behalf of your Finance and Accounting colleagues, we welcome you to JU's Purchase Card ("P-Card") Program. We believe each Team Member's time is valuable and that the P-Card Program contributes directly to enabling you to streamline your department's purchasing needs.

One of our objectives is to provide purchasing channels that empower our employees to meet our resource needs as we deliver quality products and services to our customers, while at the same time providing the necessary financial controls to safeguard JU's assets.

No P-Card Manual can anticipate every circumstance or question. As the P-Card program continues to grow, we may revise, supplement, or rescind any policies or portion of the manual as Jacksonville University deems appropriate.

Traveling—If you are travelling with your card please call 1-800-375-1747 and set a travel notification so charges are not declined.

Declines—If your charges are getting declined please call 1-800-375-1747 and follow the prompts to get a representative to help you.

Reset Pin—If you are having trouble remembering your PIN call 1-877-747-3705 and follow the prompts to reset your PIN.

Mobile App—There is a Mobile App which you can download to your phone. Once downloaded you will be able to see your available balance, account details and many other options.

Again, we welcome you to the P-Card Program!

Forms

P-card policies and procedures

Mobile App

