**JP Morgan Chase**

**Visa Card Reference Information**

* **Primary Contact***:* Laurie Hotchkiss, Procurement Card Administrator
	+ Email: lhotchkiss@lynn.edu
	+ Cell Phone: 561-479-7709 Alternate phone: 203-535-8098
	+ Vacation Coverage: Jenny Lawrence
* I am available most of the time for help by calling the cell phone number. If by chance I am unable to answer the phone and you need immediate assistance, please call JPMorgan 800-316-6056
* **You will need a 4-digit code to access your information, please reach out to me for your access code**.
* Compliance Requirements:
	+ Never send your complete card number on an e-mail or Fax.
* Please sign up for Fraud Alerts: To Activate a PIN number or sign up for Fraud Alerts
* Set up PIN -call 800-316-6056 and select #3. Good to have if traveling Internationally.
* Create fraud alert go to ***ccportal.jpmorgan.com***



* Expiring cards:
	+ JPMorgan issues new cards every three years (one month prior to expiration)
	+ Cardholders will pick up the card from our office and we will activate new cards for you.
* Requisitions:
	+ Before you begin to process your next requisition, ask the vendor if they accept VISA. Also check if there are fees if paying with a credit card, we do not recommend paying the fees.
	+ Lynn University is tax exempt. TE number is printed on card, or provide the Florida Cert DR-14 form to the vendor
* Requisitions and Expense Reports:
	+ Reconcile transactions in Work Day by the 5th day of posting. We recommend going into Work Day Daily or Weekly depending on how frequent you charge.
	+ Submit itemized copy of meal receipts, listing the business purpose and names of attendees
	+ Include copy of invoice as attachment along with payment receipt. Good practice to take a photo of the receipt to prevent missing receipts. You can upload the receipt into WD from your mobile device
	+ Cardholders that hold two cards, please remember that the P-card (Purchasing) is to pay for invoices, store purchases, membership and anything other than Travel related expenses
	+ Expense Card is to used for business expensed purchases related to Travel
* Spending Limits:
	+ Check your single and monthly credit limits before paying for invoices or traveling with a group.
	+ We can adjust your credit limits upon request as needed.
* Hotels:
* Hotel contract partners for Fiscal Year 2024 (FY24) – July 1, 2023 – June 30, 2024
* Hilton Garden Inn
* Hyatt Place Boca Raton
* Sonesta Select Boca Raton
* Wyndham Hotel Boca Raton
* Make your reservations @ https://www.lynn.edu/about/location/where-to-stay
* Rental Cars: Use our Contracted Rental Car Companies when booking a rental car:
* We have preferred pricing and our rates includes insurance coverage when traveling on business
* Avis –https://www.avis.com/en/corporate/A056011
* Budget – <https://www.budget.com/en/corporate/T137200>
* Enterprise/National – Lynn ID # FL41142 Please include this number for the coverage and discount.
* https://elink.enterprise.com/en/23/08/lynn-university.html