

Procurement Card (P-Card) Frequently Asked Questions

P - C A R D Q U E S T I O N S A N D A N S W E R S

Question: What is a P-Card?

Answer: P-Card is a MasterCard issued to a specific user, to make purchases of non-restricted commodities, within spending limits and P-Card procedures.

Question: What are the spending limits?

Answer: Maximum daily purchase \$250—Maximum transaction limit \$250—Maximum monthly purchase \$750

Question: Will the card affect my personal credit?

Answer: No. Use of the P-Card is not linked to the cardholder's personal credit rating. P-Cards are issued against ACCD's credit.

Question: What types of purchases can I make with a P-Card?

Answer: You can purchase non-restricted commodity items within the delegated spending limits. PERSONAL PURCHASES ARE NOT ALLOWED.

Question: What vendors can I use with the P-Card?

Answer: If an item is under contract locally the purchase must be made with that vendor. Only vendors in the ACCD vendor file should be used.

Question: What happens if I lose my P-Card?

Answer: Report lost or stolen cards immediately (24/7) to: JP Morgan Chase @ 1-800-890-0669. P-Card Administrator [Sylvia Morgan](#) @ 485-0126, should be notified as soon as possible, for the issuance of a new card.

Question: What if I change positions within ACCD?

Answer: The card must be surrendered to the P-Card Administrator, who will cancel the card. If the new budget manager chooses, a new card can be requested by following the procedures in [P-Card Handbook](#).

Question: What do I do if a charge appears on my statement that I didn't make or is incorrect?

Answer: If you cannot resolve the dispute with the vendor, contact the P-Card Administrator [Sylvia Morgan @ 485-0126] and complete the JPMorgan Chase Dispute Form. Disputes must be filed within 45 days of the billing close date.

Other Questions about ACCD P-Cards?

Contact the P-Card Administrator, Sylvia Morgan, Acquisitions

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