Online Purchases with your P-Card

When making online purchases, never list your P-Card as the default card on merchant sites where credit card data is stored such as Amazon or Enterprise Rent-A-Car®. Listing your personal card as the default card helps prevent personal purchases from being charged to your P-Card. Online confirmations are only acceptable as receipts if they contain the following information:

- Merchant name
- Date of transaction
- Itemized list of items purchased
- Transaction total

When printing your online confirmation, make sure prices and totals are included on the printed page.

Replacement Receipts

Once you receive your missing or replacement receipt, please write your name on the receipt and send it to Purchasing via campus mail. Please don’t include it in your next packet – we are holding your previous packet for missing items. Sending missing receipts separately helps us to match them to the correct packet.

Be Aware of the Risk

Contact Risk Management for specific information about requirements such as rental car insurance and their defensive driving class. University of Denver Risk Management – 303-871-2327

Verify Who’s Calling

If you receive a call from JP Morgan Chase about your P-Card, do a browser search on the number calling you to verify it is indeed the bank calling.

New P-Card Email Account

Have a question for the P-Card team? Send it to dupurcard@du.edu.

PaymentNet Home Page

Need to contact JP Morgan Chase? Need to look up critical P-Card dates? Check out the PaymentNet home page for this information and more!