Practical P-Card Points

April 2012

UNIVERSITY OF DENVER

Fraud on Your P-Card?
Follow these steps to manage your account:

- Call the number on your card immediately (800-270-7760)
- Complete and return the required affidavit to JP Morgan Chase
- Pick up your replacement card in Purchasing – you’ll be notified by email that it’s ready

Online Ordering Platform Change

Staples will be migrating DU online accounts from Corporate Express eWay to the Staples Advantage ordering application on Tuesday, May 29th.

You will still use the same user login and password as you did with your eWay account.

Training will be available as an online tutorial as well as via webinar.

More information is forthcoming.

If you have questions or are interested in attending an on-site training session please contact Molly Randol at molly.randol@du.edu or x14810

Cardholder Reminder – When you agree to the terms of the P-Card you agree that:
You are the only person entitled to use the card and you are responsible for all charges made against the card.

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!

New P-Card Email Account

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