

QUICK REFERENCE GUIDE

PCARD:

PCard Website: <http://www.unlv.edu/purchasing/pcard>

Primary Contacts: PCard Administrator:

Michelle Ommen, 702-774-2273 or 702-895-5986, michelle.ommen@unlv.edu

Purchasing Analyst:

Aurora Mendoza, 702-774-2273 or 702-895-0982, aurora.mendoza@unlv.edu
pcardunlv@unlv.edu

Emergency: Purchasing & Contracts

702-895-3521

purchasingunlv@unlv.edu

CARD ISSUING BANK / JP MORGAN CHASE:

Customer Service: 1-800-316-6056 (also located on the back of PCard)

IN THE EVENT OF A LOST OR STOLEN PCARD &/OR FRAUD ACTIVITY:

1. Call JP Morgan Chase – Fraud Department at the number listed on the back of the PCard, or Customer Service at 1-800-316-6065, within 24 hours of discovering loss, theft, or fraudulent use.
2. Contact Cardholder's Approving Officials and the PCard Administrator immediately in writing. In the e-mail be sure to reference the last four digits of your current card #. Provide a brief summary of what has occurred, listing transaction details for fraudulent charge(s). **After reporting the compromised card to JPMorgan Chase, the card should be destroyed if present.**

Any paperwork received from JP Morgan Chase should be forwarded to the PCard Administrator.

UNLV:

Purchasing Website: <https://www.unlv.edu/purchasing>.

Campus Contracts: <https://www.unlv.edu/purchasing/contracts>.

Sales Tax Exemption Letters & W9: **UNLV's sales tax exemption letters, policy information and W9 Form is available at** <https://www.unlv.edu/controller/accountspayable/tax-exemption>.

UNLV's Federal Tax ID No. is: 88-6000024

Travel: Accounts Payable is responsible for assisting and reimbursing employee's travel on behalf of the University. Travel policies may be found at <https://www.unlv.edu/controller/travel-program>.

Inventory Equipment: The University's Property Control Office is within the office of Administrative Services. Property Control policy may be found at: <https://www.unlv.edu/propertycontrol>.