

# PRAIRIE VIEW A&M UNIVERSITY

## Financial Services Department-Accounts Payable

- \*Accounts Payable
- \*Travel Services
- \*Pro Card



# Accounts Payable

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## Office Location

W. R. Banks Building  
Room 129

<http://www.pvamu.edu/pages/4472.asp>

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# Financial Services-Department Mission

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Financial Services is dedicated to supporting the University's mission to achieve it's first class status in teaching, research, and services, by providing effective, efficient, and impeccable service for the receipt and disbursement of university funds while ensuring compliance with laws, policies regulations, and rules.

# Accounts Payable Department



The Accounts Payable Department is responsible for accurate and timely invoice processing within the guidelines of the University procedures.

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# Payment Processing

- Payment must be made only after authorized personnel have certified that the goods or services for which payment is being made have been received.
- In those instances where there is an authorized statue, authorization is not required.
- Original invoices should always be submitted to Accounts Payable and a copy kept in the department files.



# Prompt Pay Law

- According to the State of Texas Prompt Payment Law, a state agency's payment is due by the 30<sup>th</sup> calendar day after the latest of the following:
  - The day PVAMU receives the goods;
  - The day services were completed by the vendor; or
  - The day after the agency received the invoice for the goods or services.

# Rush Documents

- For all documents requiring “Rush” processing in Accounts Payable must be accompanied with appropriate backup to include:
  - Receipts
  - Invoices or proper pay vouchers
  - Appropriate signatures

# Rush Documents Con't

- All “Rush” documents must be stamped rush and all supporting documents must be attached.

Mail to Attn:

Financial Services/Accounts Payable Department

P.O. Box 519, Mail Stop 1311

Prairie View, TX 77446

Or delivered to the W.R. Banks Building room 128.

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# General Information

- The only documents that should be rushed are items involving any payment due date prior to the 30 day net.
- The deadline for all “**Rush**” items is 3:00pm.
- Any invoice received after 3:00pm will be counted as the next day.

# Voucher Inquiry by Vendor

- To view all the vouchers posted for a particular vendor, use **Screen 162**.
- Type 'Y' in the All: field, to search for mail codes for the selected vendor.
- The information displayed on this screen is in summary form and is viewed in voucher number order.

# Voucher Inquiry Con't

- Inquiries default to the current fiscal year, but previous years may be searched by typing a different year in the Fiscal Year: field.
- To see only outstanding vouchers for a specific fiscal year, use **Screen 165**.
- If a Voucher is O/S the status column will read **(OUT)**.
- If a check or state voucher has already been printed, the status will read **(PAID)**.
- If a Voucher has been reconciled it will read **(REC N)**.

# Screen 162 Sample

1 - Default 3270 (tammvs1.tamu.edu) - Encrypted

File Edit Transfer Fonts Options Tools View Window Help

F2321 Make selection to proceed to screen 168  
162 Voucher Inquiry by Vendor

12/12/08 11:32  
FY 2009 CC 05

Screen: \_\_\_\_ Vendor: 15222080880 Voucher: \_\_\_\_ Fiscal Yr: 2009 All: Y  
Include Only: Acct: \_\_\_\_ Dept Ref: \_\_\_\_ Pg 1 of 1 Pg(s)  
Vch First Batch M  
S Voucher Lns Account Description Stat Net Amount Date C

0402134	2	334060-00000	SUMMER BILL BOARD FOR	PAID	27,274.50	09/09/08	2
0402141	1	334060-00000	CATERING SALES FOR AC	PAID	52,870.40	09/09/08	2
0402142	1	334060-00000	CATERING SALES FOR ST	PAID	23,325.52	09/09/08	2
0402143	1	334060-00000	CATERING SALES FOR BA	PAID	38,907.00	09/09/08	2
0402144	1	334060-00000	CATERING SALES FOR SU	PAID	21,172.09	09/09/08	2
0402162	1	334062-00000	BOARD AND PARDUS BUCK	PAID	351.44	09/09/08	2
0402163	1	334062-00000	BOARD AND PARDUS BUCK	PAID	206.75	09/09/08	2
0402164	1	334062-00000	C-STORE BUCKS 07/25-3	PAID	58.89	09/09/08	2
0404129	1	334060-00000	SPORTS BAR POINTS 09/	PAID	3,308.90	10/16/08	2
0404132	1	334060-00000	BOARD POINTS 09/26-10	PAID	4,751.67	10/16/08	2
0404134	1	334060-00000	SPORTS BOAR POINTS 09	PAID	4,868.82	10/16/08	2
0404137	1	334060-00000	BOARD POINTS LOCATION	PAID	4,496.80	10/16/08	2

In Process: Paid: 181,592.78 Total: 181,592.78

\*\*\* Press <ENTER> to view more vouchers \*\*\*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
Hmenu Help EHelp Bkwd Frwd Addr Left Right

start User Login - Windows... Marilyn - Microsoft O... Microsoft PowerPoint ... 1 - Default 3270 (tam... Search with Google 11:33 AM

# Voucher Total Inquiry-Screen 168

- Voucher header information that is common for all line items of a specific multi-account voucher can be viewed on **Screen 168**.
- Each of the multiple accounts included on the voucher is displayed with one line of information.
- The easiest way to access **Screen 168** is through **Screens 161 through 165**.
- Typing an 'X' in the S (Select) field of these screens, will pass the information to **Screen 168**.
- In this case, the voucher #, line item and fiscal year are automatically entered on the action line.



# Screen 168

1 - Default 3270 (tammvs1.tamu.edu) - Encrypted

File Edit Transfer Fonts Options Tools View Window Help

F2321 Make selection to proceed to screen 169  
168 Voucher Total Inquiry 12/12/08 11:35  
FY 2009 CC 05

Screen: \_\_\_\_ Voucher: 0402134 Fiscal Year: 2009

Vendor: 15222080882 SODEXHO Status: PAID  
Alt Vndr: Hold: N  
Due Date: 09/09/2008 Desc: SUMMER BILL BOARD FOR 08/ St Vch: N  
Inv Date: 08/08/2008 Cust AR Nbr: Revolv: N  
Divry Date: 08/07/2008 GSC Ord: Pending: Chg Src: N  
Dept Ref: 00000 Cont Work Force: Conf: ACH: Y ACH Ovr: N  
Tran Cd: 140 FAMIS Trace: A033004 St Warrant Nbr:  
St Req Nbr: ACH Date: 09/10/2008 Warrant Date:  
Vchr Total: 27274.50 Check Recon: USAS Doc Type: PCC:  
Bank Trace: 091000011100833 IC: Reason: Orig Dist Date:  
S Itm Account Net Amount PO No. Invoice Number Bank Dp Vd XRef

1	334060	00000	5670	4,939.89	P800368	200999	00033	N	N
2	334060	00000	5670	22,334.61	P800368	200999	00033	N	N

\*\*\* End of line items \*\*\*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
Hmenu Help EHelp Desc Corr Addr Det

start User Login - Windows... Marilyn - Microsoft O... Microsoft PowerPoint ... 1 - Default 3270 (tam... Search with Google 11:35 AM

# To verify payment of a purchase order

- Proceed to screen 164 and enter the purchase order number.
- Place an “x” by the desire purchase order number and press enter. If the purchase order has been paid the system will display the payment information on screen “168”

# Screen 164 Sample

Enter purchase order number in  
PO Nbr field, place an "x" by  
the desire PO# and press enter

1 - Default 3270 (tammvs1.tamu.edu) - Encrypted

File Edit Transfer Fonts Options Tools View Window Help

F2321 Make selection to proceed to screen 168  
164 Voucher Inquiry by PO Number

12/15/08 14:46  
FY 2009 CC 05

Screen: ☐ PO Nbr: P900896 Fiscal Year: 2009

S	PO Nbr	Voucher	Vch Lns	First Account	Vendor Name	Stat	Net Amount	Dept Ref
—	P900896	0407043	1	210300-00000	TEXAS STATE LIBR	PAID	85.00	0000
—	P900897	0403936	1	222214-00000	TEXAS A&M RESEAR	RECN	41,406.21	0001
—	P900897	0405885	1	222214-00000	TEXAS A&M RESEAR	RECN	39,328.26	0001
—	P900897	0407310	1	222214-00000	TEXAS A&M RESEAR	PAID	40,417.10	0001
—	P900898	0404067	1	227710-00000	AT&T	RECN	177.87	00000
—	P900898	0404069	1	227710-00000	AT&T	RECN	51,769.43	00000
—	P900898	0405700	1	227710-00000	AT&T	RECN	177.87	00000
—	P900898	0406837	1	227710-00000	AT&T	PAID	49,961.63	00000
—	P900898	0407418	1	227710-00000	AT&T	PAID	177.87	00000
—	P900901	0406773	2	222196-00000	JP MORGAN CHASE	PAID	374.50	00000
—	P900902	0404400	6	212115-00000	MARIMON BUSINESS	PAID	1,996.10	00000
—	P900904	0406907	1	222260-00000	SYMPPLICITY	PAID	3,815.00	00000
—	P900905	0404299	3	115207-50001	HORACE*HODGE	RECN	742.64	50001
—	P900909	0407264	2	222230-00000	JP MORGAN CHASE	PAID	794.40	00000

\*\*\* Press ENTER to view more accounts \*\*\*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
Hmenu Help EHelp Left Right

1 Sess-1 128.194.103.18 TAMT3131 4/12  
Search with Google 2:46 PM

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# Screen 162 has now changed to screen 168.

Payment voucher number  
for P900896

1 - Default 3270 (tammvs1.tamu.edu) - Encrypted

File Edit Transfer Fonts Options Tools View Window Help

F2321 Make selection to proceed to screen 169  
168 Voucher Total Inquiry 12/15/08 14:52  
FY 2009 CC 05

Screen: \_\_\_\_ Voucher: 0407043 Fiscal Year: 2009

Vendor: 17460001260 TEXAS STATE LIBRARY & ARCHIVES Status: PAID  
Alt Vndr: Hold: N  
Due Date: 12/04/2008 Desc: REGISTRATION FOR VPBA TO St Vch: N  
Inv Date: 11/17/2008 Cust AR Nbr: Revolv: N  
Divrvy Date: 10/09/2008 GSC Ord: Pending: Chg Src: N  
Dept Ref: 0000 Cont Work Force: Conf: ACH: ACH Ovrdr:  
Tran Cd: 140 Check Nbr: 581408 St Warrant Nbr:  
St Req Nbr: Check Date: 12/05/2008 Warrant Date:  
Vchr Total: 85.00 Check Recon: N USAS Doc Type: PCC:  
Bank Trace: IC: Reason: Orig Dist Date:  
S Itm Account Net Amount PO No. Invoice Number Bank Dp Vd XRef  
- - - - -  
\_ 1 210300 00000 5215 85.00 P900896 902134A 00033 N N

\*\*\* End of line items \*\*\*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
Hmenu Help EHelp Desc Corr Addr Det

1 Sess-1 128.194.103.18 TAMT3131 4/12  
start Juliette Spivey... 1 - Default 32... Microsoft Pow... Search with Google 2:52 PM

# PRAIRIE VIEW A&M UNIVERSITY



# Accounts

- State accounts begin with “1” or “801”
- Indirect Cost (IDC) accounts begin with “224”
- Office of Civil Rights (OCR) accounts begin with “17”
- Maintenance & Operations (M & O) accounts begin with “212”



# Accounts

- Local accounts
  - All other “2” account sequences
  - “3”
  - “4” Grant accounts: managed by Office of Sponsored Programs (OSP)
  - “5” Gift accounts

# Frequently Asked Questions

Q: What screen do I use to check my account Balance?

A: Screen 19, Screen 69 for accounts w/support accounts.

Q: Has my requisition been turned into a Purchase order?

A: enter req.# on screen 290

Q: Has a check printed for a purchase order?

A: enter po# on screen 164

# Helpful Websites

For help with object codes

- <http://apps.system.tamus.edu/objcodes/>

Prompt payment interest calculator

- <https://fm.x.cpa.state.tx.us/fm/usas/prompay/picalc.php>

State of Texas Policies and Procedures guide

- <https://fm.x.cpa.state.tx.us/fm/pubs/purchase/04/2004PurchasePolicyProced.pdf>

Texas State Comptroller

- <http://www.window.state.tx.us/>

# Accounts Payable Staff

Jullette Spivey  
Accounts Payable Manager  
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Tiffinee Moore  
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<http://www.pvamu.edu/pages/4472.asp>  
WR Banks Room 129

PRAIRIE VIEW A&M UNIVERSITY

# Travel Services

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## Office Location

Harrington Science Building  
Room 104

<http://www.pvamu.edu/pages/4476.asp>

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# Discussion Topics



- General Information
- Travel Reimbursements
- Meals, Lodging, Mileage
- State Travel Management Program
- Clearing Travel Advances
- Corporate Credit Card
- Student Travel Procedures
- Travel Forms

# General Information

- To serve Prairie View A&M University by processing payments to Employees in a prompt and efficient manner while ensuring compliance with laws, policies, procedures, rules and regulations. It is our intention to provide prompt customer service and on-going education of policies and procedures to the University community and vendors.

# Travel Reimbursements

- Traveler has completed the trip
  - Within five business days after a trip, employees should submit their Travel Reimbursement using the Travel Voucher.
  - All Vouchers must be properly supported by a copy of an approved Travel/Request, detailed receipts as required, and any other required documentation.
  - Approval is required by their supervisor and/or budget head.
  - Submit completed and approved Travel Voucher to Travel Services.
  - Encumbrance for travel will be liquidated after 6 months.

# Reimbursement Con't

- If the employee has an outstanding travel advance, a notation is made on the Travel Reimbursement Voucher.
- The employee must clear any outstanding advances or debts due the University prior to receiving their reimbursement.
- Travel reimbursements are deposited via direct deposit into your bank account or mailed via US Mail.

# Meals, Lodging and Mileage

- Meals can only be reimbursed when an overnight stay occurs.
- State funds, (accounts beginning with “1”), or IDC Allocated reimbursements:
  - Maximum meal reimbursement is \$36/day in state or as governed by federal guidelines for out-of-state travel.
  - Lodging is \$85/day in state or as governed by federal guidelines for out-of-state travel. Out of state travel can be found on website:  
[https://fm.x.cpa.state.tx.us/fm/travel/out\\_of\\_state/index.php](https://fm.x.cpa.state.tx.us/fm/travel/out_of_state/index.php)



# Meals, Lodging & Mileage Con't

- Mileage is currently \$.585 per mile for the period of September 1, 2008 thru December 31, 2008. Mileage is \$.55 per mile beginning January 2009 thru August 31, 2009.
- Beginning January 1, 2009, Your Voucher must state means of transportation (personal vehicle, etc.). All mileage in excess of Comptroller's mileage guide listing be described point-to-point and be supported with beginning and ending odometer readings.

# Meals, Lodging & Mileage con't

- Local funds (Accounts beginning with “2”, “3”, “4”, or “5”) reimbursements:
  - Maximum meal reimbursements are up to \$46 per day regardless of duty point. (This is not a per diem)
  - Lodging reimbursements are a maximum of \$125 per day (with receipts) regardless of duty point.
  - Mileage is \$.585 per mile for the period of September 1, 2008 thru August December 31, 2008. Mileage is \$.55 per mile for the period of January 1, 2009 thru August 31, 2009. Voucher must state means of transportation,

# Meals, Lodging & Mileage con't

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-(personal vehicle, etc.). All mileage in excess of Comptroller's mileage listings must be described point-to-point and be supported with beginning and ending odometer readings.

# State Travel Management Program

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- Travel from state funded accounts must be in compliance with the State Travel Management Program by using the contracts for travel services awarded by TPASS (Texas Procurement and Support Services). Users of locally funded accounts are encouraged, to use contracted services.

# State Travel Management Program

- Contracted rental companies for April 1, 2006 thru March 31, 2009 include Advantage, AVIS, and Enterprise Rent-a-car companies.
- See the Texas State Travel Directory website:  
<http://www.window.state.tx.us/procurement/prog/stmp/> for a complete list of contracted services, including JP Morgan Chase Corporate Card Services, airline fares and contract hotels.



# Clearing Travel Advances

- Within five business days after the trip, the employee should submit a properly completed and approved Travel Reimbursement to Travel Services.
- If the Travel Reimbursement Voucher is not sufficient to clear the travel advance, the traveler must submit sufficient payment to the Cashier's clear the advance.
- Cashier's will give the traveler a receipt verifying payment back of the advance.

# Penalties for Non-payment of Travel Advances

- Travel advances not cleared within ten days after the trip will be deemed to be delinquent. The following penalties will be imposed:
  - *No further advances will be approved*
  - *Direct Payment of Travel vendors will not be approved.*
  - *The applicable VP will be notified after 30 days*
  - *The president will be notified after 60 days.*

***\*\*\*Warning: IRS regulations specify that advances not returned within a specified time period must be reported to the IRS as ordinary income to the traveler. Please note that past due travel advances are subject to being taxable at 120 days past due.***

# Individual Corporate Credit Card

## Purpose and Eligibility

- The State of Texas Corporate Credit Card is provided to eligible employees for the purpose of paying for expenses associated with official University travel. Application available on website:  
<http://www.window.state.tx.us/procurement/prog/charge-card/>
- Employees who anticipate incurring \$500.00 or more per fiscal year in travel expenses are eligible to receive a corporate credit card. Final determination of employee eligibility is made by JP Morgan Chase Bank based on the employee's credit rating.

# Helpful Websites

- Travel forms can be located on the Business Affairs website:  
<http://www.pvamu.edu/pages/1948.asp>
- State Guidelines can located on the State of Texas website:  
<https://fm.x.cpa.state.tx.us/fm/travel/index.php>

# Student Travel Procedures

- All faculty, staff, students, and volunteers who engage in transporting students off campus in a University owned, rented, or chartered vehicle on any University business related travel activities must adhere to University guidelines.
- These guidelines are considered to be minimum standards and each department may mandate additional procedures.



# Student Travel Con't

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- Failure to comply with these procedures may result in the suspension of student travel for the director/department responsible for arranging the trip.
- The University President or his designated representative may authorize exceptions to these procedures on a case-by-case basis.

# Student Travel Con't

- No student will be authorized to use their personal vehicle to transport students on any University authorized and/ or funded trip.
- A student may be authorized to travel on his/her own on University related business or activities. However, the travel must be authorized using the necessary forms and the student must have attend the University provided travel safety training class.

# Student Travel Con't

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- Any individual who holds an employed position at the University, and whose employment status does not depend on their status as a student, may be certified to transport students.

# Student Group Travel Requirements and Planning

- A designated staff member and/or faculty will accompany each student travel group.
- Prior to the trip, faculty or staff traveling with students must complete a Travel/Leave Request form, a student Travel Itinerary and a Travel Passenger List, and submit through the appropriate approval channels.

# Student Group Travel Con't

- A copy of the Student Travel Itinerary and Travel Passenger List (including signatures of students actually traveling in University owned, rented or chartered vehicle) for all approval involving students must be filed with the University's Department of Public Safety on the day of departure.



# Student Group Travel Con't

## IMPORTANT!

- Travel Services will not issue a travel reimbursement unless the Student Travel Itinerary and Travel Passenger List forms have been certified as being received by the University Department of Public Safety **prior** to the trip.
- All student travel on procurement card must also be accompanied by Student Travel forms certified as being received by the University Department of Public Safety **prior** to the trip. (Student travel expense on reconciliation reports must be coded to FAMIS Code 3410 – Travel Students).

# Student Group Travel Con't

## **Certification for Transporting Students**

- Drivers will be provided travel safety training by the University on an annual basis. The training will consist of the defensive driving taught by a vendor which has been approved by the State of Texas.
- Employees who have received the travel safety training will receive a document indicating they are certified to transport students. A copy of the document will be provided to Travel Services and a copy will be placed in the employees personnel file.

# Travel Services Contact Info

Yadira Perez [yaperez@pvamu.edu](mailto:yaperez@pvamu.edu)

Travel Supervisor

Travel Services

Harrington Science Bldg. Room 104

(936) 261-1736

(936) 261-1739 fax

Amory Chamberlain [amchamberlain@pvamu.edu](mailto:amchamberlain@pvamu.edu)

Travel Clerk

Travel Services

Harrington Science Bldg. Room 104

(936) 261-1737

(936) 261-1739 fax

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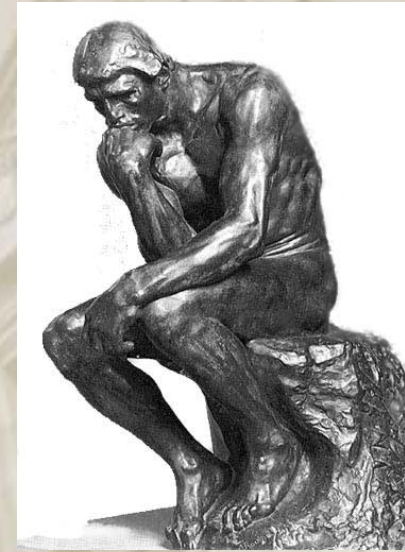
# Procurement Card



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# Outline

- Cardholder Responsibilities
- Single Transaction Limit
- Default Account & Object Code 6251
- Billing Cycle
- Student Travel on Procard
- Pro Card Reconciliation
- Common Problems
- Fraud/Lost or Stolen Cards
- HUB Vendors
- Info.







# Cardholder Responsibilities

- **The Pro Card Must be returned to the ProCard Administrator or the ProCard Specialist upon your leaving employment of the university or transferring to a different department.**



# Single Transaction Limit

- Transaction Limit is a \$2000.00 if your cycle limit is equal or greater.
- The University Bid limit is \$2000.00 and up.
- If an single transaction increase is needed the cardholder must contact the Procard Specialist with the reason of the increase (only sole source purchases).
- Vendors should not be allowed to split payments.





# Student Travel on Pro Card

- Student Travel is an allowable charge on the Procard
- Travel related expenses **for students** such as hotel, parking, food, rental cars to transport students, etc. can be paid using the ProCard
- For the student travel a list of students traveling, event they are attending representing the university, dates, etc should be included with all detailed receipts.



# Student Travel con't

- Texas travel – you should not pay the hotel occupancy tax.
- Employees (non students) traveling with the students cannot pay for their travel expenses on the Procard (hotel, etc).
- Employees should not seek a reimbursement for travel.





# Billing Cycle

- Cycle ends the 5<sup>th</sup> or the 7<sup>th</sup> depending on the day of week of that month
- SDOL reconcile is done prior to turning in receipts.
- Expense Reports and receipts due by the 12<sup>th</sup> of every month.
- Cardholders/Approvers must ensure all purchases are accurate before turn in.
- Forward receipts and expense report to Procurement Office Attention Pro-Card Coordinator.





# Pro Card Reconcile

- All cardholders are required to reconcile monthly transactions.
- Failure to reconcile accounts and turn in proper documentation to Pro Card Coordinator will result in card suspension until card is reconciled as well as Non Compliance actions
- Cardholders will ensure there is an itemized invoice/receipt for each expenditure



# Pro Card Reconcile con't

- Documentation
  - All purchase vouchers that apply to purchase
  - Sales Receipts stapled to a sheet of paper
  - Credit Card Receipts/Slips
  - Other information or correspondence
  - Screen Prints are acceptable for internet orders



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# Default Account & Object code 6251



- *Procards have been set up with a default FAMIS account number and object code (6251).*
- *Problem ProCard transactions will be posted to the ProCard's default account number and object code 6251. This would include:*
  1. sales tax
  2. credits for returns
  3. purchasing requiring extra documentation
  4. Un-reconciled items



# Common Problems

- Wrong start and/or end dates
- Charges for State sales tax
- Accounts with improper signature authority
- Accounts with no signature authority
- Missing receipts





# HUB Vendors

- State Mandates on both State and local accounts that PVAMU makes good faith effort in doing business with Historically Underutilized Businesses (HUB)
- <http://www.tbpc.state.tx.us/cmbl/cmblhub.html>
- Jim Nelms (936) 261-1932
  - janelms@pvamu.edu





# Fraud/Lost or Stolen Cards

## Fraud/Lost or Stolen Cards

- Contact JP Morgan Chase Customer service @ 1-800-890-0669
- Notify the Program Coordinator and Department/Division Head.

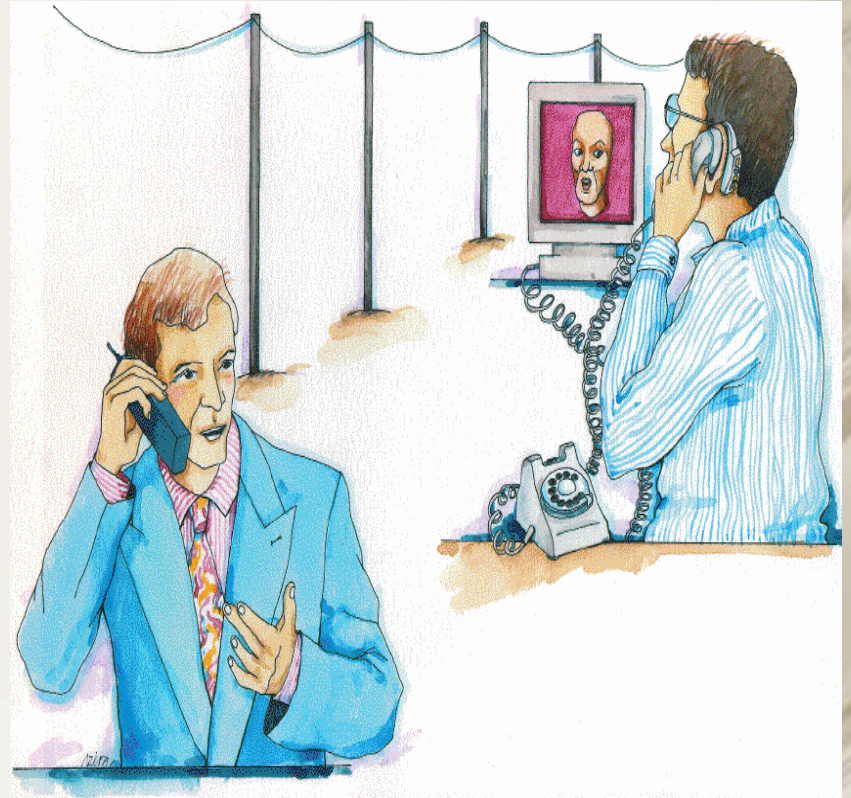


# Procurement Card Services



- **Procard Administrator**  
**Victoria Gieseke**  
936-261-1961  
[vimunos@pvamu.edu](mailto:vimunos@pvamu.edu)
- **Procard Specialists**  
**Uel Smith**  
936-261-1929  
[ussmith@pvamu.edu](mailto:ussmith@pvamu.edu)
- **Sceffers Ward**  
936-261-1915  
[svward@pvamu.edu](mailto:svward@pvamu.edu)

<http://www.pvamu.edu/pages/4472.asp>



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