

**EASTERN ILLINOIS UNIVERSITY  
PURCHASING CARD  
POLICY AND PROCEDURES MANUAL**

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***This manual is intended to explain the proper use of the Eastern Illinois University Purchasing Card. A glossary is included to define certain words used herein. These terms are indicated in italics the first time they appear.***

***We hope this manual and the P-Card will assist you in acquiring the goods and services you need.***

## Table of Contents

1. INTRODUCTION.....	1
2. BENEFITS.....	1
3. ISSUANCE OF P-CARD .....	1
4. HOW IT WORKS.....	2
5. PURCHASING WITH THE P-CARD .....	2
6. AUTHORIZED P-CARD USE.....	5
7. PROHIBITED AND RESTRICTED P-CARD USE .....	6
8. DECLINED CARDS .....	8
9. RECONCILIATION .....	8
10. MONTHLY STATEMENTS .....	20
11. DISPUTE TRANSACTIONS .....	22
12. AUDITS.....	24
13. LOST, STOLEN, MISPLACED OR DAMAGED CARDS.....	24
14. CANCELLATION OF CARDS .....	24
15. UPDATING CARDHOLDER/DEPARTMENT INFORMATION .....	24
16. CREATING CUSTOM QUERIES IN PAYMENTNET .....	25
17. PAYMENTNET HELP .....	27
18. DEFINITIONS.....	28

## 1. Introduction

The *Purchasing Card (P-Card)* is designed to improve efficiency in purchasing low dollar goods and services by directly giving departments buying power, thus eliminating many Purchase Orders and Requests for Payment.

JPMorgan Chase is the provider of the Eastern Illinois University MasterCard P-Card. MasterCard is readily accepted by most *vendors* and is a convenient purchase and payment tool for low dollar and low risk purchases.

*PaymentNet* is a web-based program developed by JPMorgan Chase that provides *Cardholders* and Approving Officials a convenient method of reviewing transaction detail, allocating transactions to one or more *Banner Organization numbers* and accounts, querying information on the purchasing activity of each P-Card, and accessing monthly statements.

**NOTE: This card CANNOT be used for personal purchases.**

## 2. Benefits

The use of the P-Card will:

- 2.1. Improve Eastern's purchasing process by allowing employees to obtain certain goods and services faster and easier;
- 2.2. Enable employees to be more efficient and to focus on the value-added aspects of their jobs;
- 2.3. Significantly reduce paperwork and processing time in obtaining goods and services;
- 2.4. Provide cost savings through consolidated payment (weekly payments to JPMorgan Chase versus multiple vendor payments); and
- 2.5. Allow prompt payment to the vendor. The vendor should receive payment within 72 hours of transmitting purchase to bank.

## 3. Issuance of P-Card

- 3.1. The P-Card is issued by Eastern Illinois University in coordination with JPMorgan Chase.
- 3.2. The following requirements must be met before a P-Card will be issued:
  - 3.2.1. The Cardholder must be a full-time Eastern employee.
  - 3.2.2. The *Purchasing Card Application* must be completed in the Business Affairs Dashboard.

- 3.2.3. The Cardholder, the *Primary Approving Official*, and the *Secondary Approving Official* (if applicable) must complete P-Card Training in D2L.
- 3.2.4. The Purchasing Card Agreement must be completed.
- 3.3. The Cardholder must pick up the P-Card in person in the Department of Procurement Services, 1135 Old Main. Photo identification is required.
- 3.4. The P-Card will display the Cardholder's Institution, Cardholder's name, and the University's Tax-Exempt number.
- 3.5. The Cardholder, as well as the Primary and Secondary Approving Officials, must have Internet access and an EIU e-mail account.

## 4. How it Works

- 4.1. Cardholders make an authorized business-related purchase by charging it on their EIU P-Card, keeping all itemized receipts and *supporting documentation*. The Cardholder's default *Single Transaction Limit* is \$3,500.00 and the default *Monthly Spending Limit* is \$15,000.00.
- 4.2. The vendor submits the transaction to their bank for payment.
- 4.3. Cardholders reviews transactions within 14 days of posting in PaymentNet at [www.paymentnet.jpmorgan.com](http://www.paymentnet.jpmorgan.com) and allocates each charge to the appropriate Banner Organization number(s) and Account(s) and uploads the transaction receipts and/or supporting documentation.
- 4.4. The Primary Approving Official approves the Cardholder's transactions in PaymentNet. In the absence of the Primary Approving Official, the Secondary Approving Official assumes responsibility.
- 4.5. The Cardholder maintains original receipts and supporting documentation within the department. The *Account Manager* is responsible for ensuring detailed receipts are on file for each P-Card purchase.
- 4.6. Eastern Illinois University pays JPMorgan Chase weekly.

## 5. Purchasing with the P-Card

- 5.1. Purchases can be made in person, by phone, or via the Internet.
  - Follow proper internal procedures specific to your department to obtain authorization to make the purchase.
  - Determine whether the P-Card is the most appropriate tool to use for this purchase. Check the list of restricted and prohibited uses (see Section 7) to make sure the item(s) is/are not restricted or prohibited.

- Be sure that the total amount, including all shipping, handling, freight, etc., will not exceed your card's single transaction limit.
- Determine that the price quoted is the best price available from the vendor.
- Contracted vendors need to be utilized whenever possible.
- The University has an aspirational goal of 30% of the University's spend to be with diverse vendors from the Business Enterprise Program. Check the following website for potential vendors that can be utilized to help the University achieve the goal: <https://www2.illinois.gov/cms/business/sell2/Pages/default.aspx>
- Be sure you have received **prior** approvals, in writing, for any of these purchases:
  - Computer equipment, peripherals, or software from Information Technology Services (ITS and Procurement Services)
  - Off-campus printing from the Panther Print and Copy Center
  - Audio visual equipment from ITS
  - Items containing EIU logo from Marketing and Communication
  - Food, flowers, or gifts (refer to Internal Governing Policies 113 and 109)
- Emphasize that no sales tax should be charged. **Eastern's Tax Exempt Number is printed on the P-Card.** Other states may not honor Eastern's Tax Exempt status. Gas purchases are not exempt, and the University is required to pay the excise tax on gas purchases. State, Local, and Occupancy taxes charged in connection with hotel rooms are also not exempt.
- If necessary, request the vendor to indicate P-Card on their shipping label, packing slip, or receipt in place of where they would normally put a purchase order number.
- Give the vendor a shipping address as follows:

Attn: Your Name  
Your Department Name  
Building Name and Room Number (delivery location)  
Eastern Illinois University  
Central Receiving  
University Drive and Hayes Street  
Charleston, IL 61920
- Supporting documentation is required for each P-Card purchase. Request an itemized receipt (and packing slip, if applicable) at the time of purchase.

**The receipt/supporting documentation must include:**

  - Vendor information (names, location, etc.);
  - Amount (itemized with description of item(s) purchased); and
  - Date of transaction
- Follow your department's instructions regarding recording the purchase, keeping receipt(s) and supporting documentation for future reconciliation. If any receipts

or supporting documentation contain all sixteen digits of the credit card number, please mark out the first twelve digits in order to keep your credit card information secure.

- Itemized receipts must be uploaded to PaymentNet. **Note:** The department must maintain the original receipt in accordance with Eastern's record keeping policies even after the receipts have been uploaded.

**5.2.** After making a purchase, retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the goods. The Cardholder is responsible for inspecting the goods at time of purchase. Other considerations if you are placing an order by **phone**:

- When you call the vendor, state that you are calling from Eastern Illinois University and that you will be making your purchase with a MasterCard. Not all vendors know the term "P-Card".
- Record the name of the person taking the order for future correspondence with the vendor if necessary.

**5.3.** Other considerations if you are placing an order via the **Internet**:

- When placing an order on a web site, check to see if the site is running a secure web server. You can tell this by looking for https://... in the web address or a key or lock icon in the lower corner of the web browser. If the web address only starts with http://... or the icon is broken, the web server is **not** secure and your credit card number will be sent across the Internet. Although the chances are small, someone intercepting your message could be able to read your credit card number, and you should NOT purchase from this website without review from ITS and Procurement Services. If the web address starts with https:// or the icon is solid, the web server is running secure web server software and your credit card number will be encrypted. Encryption transforms data into an unreadable form to ensure privacy. Eastern policies should be used when ordering over the Internet. As with other purchases, the Cardholder is ultimately responsible for purchases made with their card and is therefore responsible to determine if a web site is the most appropriate method to use to make a given purchase.
- Save copies of web screens showing products, pricing, order confirmations, etc. to serve as supporting documentation.

#### **5.4. Avoid Duplicate Shipments**

When using the P-Card, there is no need to submit a requisition or Request for Payment to the Department of Procurement Services.

If an unnecessary form is submitted for a P-Card purchase and a duplicate shipment is received, the Cardholder is responsible for resolving the issue.

## 5.5. Returns, Damaged Goods, Credits

If goods purchased with a P-Card need to be returned, the Cardholder should work directly with the vendor to resolve the issue. Here are some tips:

- Request a credit receipt for returned items. Some vendors may not provide this receipt unless requested.
- Always retain boxes, containers, special packaging, packing slips, etc., until you are certain you are going to keep the goods. Some items such as software or fragile pieces cannot be returned without the original packaging materials.
- Read all vendor supplied instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.
- Many vendors require you to obtain a Return Authorization (RA) Number (assigned by vendor) before they accept a return. If you neglect to indicate this number on the return, the package may be refused and/or no credit issued to your account.
- In some cases, there may be a restocking fee (usually a percentage of the purchase price). If the vendor is completely responsible for the error or problem, you should not have to pay this or any other fee. However, if they are not fully responsible, you may have to pay. You may use the P-Card to pay this fee if it does not exceed any of your pre-approved limits.
- Make sure that the charge for the returned items:
  - Never appears on your monthly statement, or
  - Is credited properly.

If this does not happen, refer to Section 11, Dispute Transactions, for instructions on how to resolve the problem.

## 6. Authorized P-Card Use

- 6.1. Only the Cardholder whose name is embossed on the P-Card is authorized to use the card. **YOU MAY NOT SHARE YOUR CARD WITH ANYONE.** The Cardholder is ultimately responsible for the card and ensuring all charges made with the card are in compliance with this P-Card Policy and Procedures Manual and IGP #108.
- 6.2. The total value of any one charge made with Eastern's P-Card may not exceed the single transaction limit. Any exceptions must be submitted, in writing, and approved by the Financial Manager and to the P-Card Administrator for approval **prior** to the purchase. Any approved increase to the single transaction limit is **ONLY** to be used for the transaction requested.
- 6.3. All purchases must abide by the Internal Governing Policies. Most purchases will fall under Policies 103-115 (i.e., Purchase of Flowers and Gifts is Policy 109, Business Expense Reimbursement for Food Purchases is Policy 113). All policies can be found on-line at <https://www.eiu.edu/auditing/igplisting.php>.



## 7. Prohibited and Restricted P-Card Use

The following list of items are **prohibited** from purchase on P-Card. This list is not all inclusive. Contact Procurement Services for assistance in determining if a purchase is allowable on P-Card.

- Alcohol
- Biological agents
- Capital Development Board purchases
- Cash advances
- Charter transportation (buses, air, limos, etc.)
- Chemicals and gases
- Coin-operated devices
- Construction/renovation
- Controlled and prescription drugs
- Donations
- Explosives
- Fines, late fees, or penalties
- Furniture with a unit price of \$1,500 and above
- House accounts (e.g., extension of credit by a vendor allowing the payment of goods or services over a period of time, or on a summary invoice or bill)
- Imported goods that must go through customs
- Items purchased from University employees, their spouses, or children; business concerns of which an employee (spouse or children) is a sole or principal owner; corporations of which an employee (spouse or children) is a major officer or primary employee
- Live animals
- Cellular phones, calling cards, pagers
- On-site repair services
- Personal purchase of any kind
- Purchases involving trade of University property
- Radioactive materials
- Vehicles (unless for rental use only)
- Weapons and/or ammunition
- Wireless communication equipment

The following list of items are **restricted** from purchase on P-Card. This list is not all inclusive. If an exception is listed, it must be documented and included in the back-up documentation uploaded into PaymentNet. Contact Procurement Services for assistance in determining if a purchase is allowable on P-Card.

- Audio visual equipment must be approved by Information Technology Services (ITS);
- Carpeting and draperies; Exceptions: Facilities Planning and Management (FPM) and Housing and Dining Services.
- Computer equipment, and peripherals which have not been approved by ITS;
- Contracts – two party signed agreements for goods and/or services, including professional and artistic services and maintenance agreements; services involving labor, indemnity, and/or insurance requirements (for example, tent rental, leases, catering, on-site repairs or those with independent contractors which may require IRS 1099/1042S forms); Exception: Contracts approved by the Department of Procurement Services;
- Equipment for which information has not been submitted to the Business Office (Fixed Asset R
- ecords);

- Fuels Exception: when purchased for a rental car being used for University business;
- Gift certificates, gift cards, cash-equivalent prepaid cards (prior authorization from PDCS required)
- Logo/licensing items (with the exception of items purchased for internal use) that have not been approved by Marketing and Communication;
- Postage; Exceptions: Mail Services;
- Printing which has not been approved by the Panther Print and Copy Center;
- Processing and Service fees are capped at 4% of the charge or a total of \$40.00, whichever is less;
- Travel expenses: meals and entertainment; Exception: Athletics per the NCAA requirements;

Additional items may be added to this list at the discretion of the individual department head or the Department of Procurement Services. Any exceptions must be submitted, in writing, and approved by the Financial Manager to a P-Card Administrator for approval **prior** to the purchase.

Exceptions to Prohibited and Restricted P-card Use:

- Accounts Payable and Department of Procurement Services staff may purchase prohibited items with P-card as a method of payment and to assist the campus procurement needs.

#### **7.1. Conflict of Interest**

The P-Card cannot be used to make a purchase from any State of Illinois employee, or any State of Illinois employee who owns more than seven and one half percent (7 ½%), or together with a spouse or minor child more than fifteen percent (15%), of the total distributable income of the business enterprise.

#### **7.2. Splitting or Stringing Purchases**

When using the P-Card, *splitting or stringing* of orders is strictly prohibited. Repeated occurrences shall result in cancellation of the card.

An example of stringing is if a Cardholder wants to purchase items totaling \$3600.00 at one time from a vendor. The Cardholder knows that the single dollar limit per transaction is \$3,500.00. Some items are then bought on one transaction and the other items are bought on a second transaction, thus avoiding the transaction limit.

Exceptions: Airline tickets and hotel rooms. If the aggregate total of the purchase exceeds the single transaction limit, the cardholder is still required to request a single transaction limit increase.

#### **7.3. P-Card Violations**

##### **1. First Violation**

The Director of Procurement Services shall notify the Cardholder and Primary Approving Official in writing that a P-Card policy or procedure has not been followed. The Cardholder and Primary Approving Official shall be informed of the correct procedure to follow in the future and the consequences of subsequent violations.

## 2. Second Violation

The Director of Procurement Services shall notify the Cardholder and Primary Approving Official of the second violation of P-Card policy or procedure. The P-Card of the Cardholder will be suspended for thirty (30) days.

## 3. Third Violation

The Director of Procurement Services shall notify the Cardholder and Primary Approving Official of the third violation of P-Card policy or procedure. The P-Card of the Cardholder will be suspended for up to one (1) year and/or cancelled.

# 8. Declined Cards

During a transaction, a Cardholder's P-Card could be declined due to incorrect card information, exceeding single transaction or monthly spending limits, *Merchant Commodity Codes (MCCs)*, etc. If this should occur, please verify the credit card information with the vendor and that the total amount to be charged is within the cardholder's spending limits. You can also call one of the P-Card Administrators at 217-581-5313 or JPMorgan Chase at 1-800-270-7760 for assistance.

For every transaction or purchase, the MCC of the vendor is compared to the list of authorized MCCs for the P-Card being used. If a vendor has a MCC that is not included as an authorized code, the transaction will be refused. MCCs and card limits provide the University and the Cardholder additional security that the P-Card will not be misused.

# 9. Reconciliation

Transactions are posted to PaymentNet daily by JPMorgan Chase, generally appearing approximately 24 hours after the charge is processed by the vendor's bank.

## 9.1. Logging into the PaymentNet System

### The Login Screen

Using your web browser, go to: [www.paymentnet.jpmorgan.com](http://www.paymentnet.jpmorgan.com).

Note that you may also access PaymentNet from the EIU Department of Procurement Services homepage by selecting the PaymentNet or P-Card link.

This will bring you to the Login Screen.

**J.P.Morgan** **PaymentNet®** **J.P. Morgan Commercial Card**

<div><b>Log In</b> <a href="#">☆ Bookmark this page</a></div> <div>User ID <input type="text"/></div> <div>Password <input type="password"/></div> <div>(Case Sensitive)</div> <div><a href="#">Forgot your Password?</a></div> <div><a href="#">Forgot your User ID?</a></div>	<div><b>Online Account Registration</b></div> <div>Create your J.P. Morgan Commercial Card Online Account</div> <div><a href="#">Enroll/Manage Fraud Alerts or Activate your card</a></div>	<div><b>Messages</b></div> <div><b>J.P. Morgan Commercial Card</b></div> <div>Integrated payment solutions that line. <a href="#">Learn More</a></div>
	<div><b>Resources</b></div> <div><a href="#">First Time User Help</a></div> <div><a href="#">Log In Help</a></div> <div><a href="#">Customer Service</a></div> <div><a href="#">Security Best Practices</a></div>	

Enter the login information required:

- Enter Organization ID (provided at time of card issuance)
- Enter User ID (assigned at time of card issuance)
- Enter Password (temporary password assigned at time of card issuance).  
The Password is case sensitive.
- Click **Log On**



A temporary password is assigned to each new Cardholder and Approving Official. This temporary password must be changed the first time the user logs into PaymentNet.

To change your password any time, go to the My Profile link once logged into PaymentNet and click on **Change Password** in the General Information tab.

## The Welcome Screen



The screenshot shows the PaymentNet interface for user MEGAN WELLS. At the top, there is a navigation bar with links: Home, Transactions, Statements, Reports, My Accounts, Payments, and Help. Below this, the user's name and card number (One Card(...8440)) are displayed. The main content area is divided into sections: Account Summary (with a 'View Details' link), Transaction Activity (with a 'View' link), and Alerts. The Account Summary section shows a Credit Limit of \$15,000.00, a Current Balance of \$0.00, and an Available Credit of \$15,000.00. The Transaction Activity section shows Current Billing Cycle Transactions of \$0.00. The Alerts section shows 'You have no alerts at this time'. There is also a '2 Messages' section with a 'NEW!' alert about an upcoming system maintenance reminder.

The Welcome Screen is the gateway to all PaymentNet modules and services. The links and services that you will use as Cardholders and Approving Officials are described below:

### MODULE

### DESCRIPTION/USE

#### **Transactions**

- Cardholders validate transactions to original receipts, assign the organization and account number(s) to which the expense will be charged against, and document the nature of each expense. This is also used to process disputed transactions.

Approving Officials review and approve Cardholder transactions for allowability, propriety, and proper organization and account allocation, and approve for payment against Cardholder designated funds.

#### **Statements**

- Monthly card statements can be viewed and downloaded from this tab.

#### **Reports**

- From this menu, reports can be viewed, created, scheduled, downloaded, or deleted.

#### **My Accounts**

- Allows Cardholders to view account profiles.

#### **Help**

- Allows Cardholders and Approving Officials to quickly and conveniently access online information and step-by-step instructions on using PaymentNet.

## Alerts

- Features a quick link to key actions such as transactions for you to review or approve, as well as access to files available for download.
- The number of items awaiting your action does not decrease after you view a file. The number of items only decreases after deleting a file.
- The Transactions for Review link displays even when there are no transactions that need to be reviewed. Users should check the link regularly for transactions that may need to be reviewed.

## The Transaction List Screen

The Transaction List displays Cardholder transactions.

The screenshot shows the Transaction List screen in the PaymentNet system. The interface includes a top navigation bar (1), a query drop-down menu (2), a transaction list table (4), and a sort columns section (5). The table lists transactions with columns for Transaction ID, Exported status, Approval Status, Transaction Date, Post Date, Transaction Amount, Sales Tax, Merchant Name, and Merchant S. A callout (6) points to an icon identifier in the table.

Transaction ID	Exported	Approval Status	Transaction Date	Post Date	Transaction Amount	Sales Tax	Merchant Name	Merchant S
4849326574001	✓	Approved	02/22/2025	02/24/2025	\$12.50	\$0.00	AMAZON MKTPL	
4769231343001	✓	Approved	12/14/2024	12/16/2024			ZON COM*ZX48P45E1	
4678017577001	✓	Approved	09/27/2024	10/11/2024			WOLF LDG MASON -	
4665850476001	✓	Approved	10/02/2024	10/03/2024	\$935.00	\$0.00	NATIONAL ASSOCIATION O	
4664131806001	✓	Approved	09/27/2024	10/02/2024	\$135.36	\$0.00	GREAT WOLF LDG MASON -	
4664131805001	✓	Approved	09/27/2024	10/02/2024	\$135.36	\$0.00	GREAT WOLF LDG MASON -	
4663152161001	✓	Approved	09/17/2024	09/18/2024	\$157.00	\$0.00	ZOHO CORPORATION	

At the top of the Transaction List Screen, you will see a **blue** bar, which represents PaymentNet's main navigation bar. This enables you to navigate through all of PaymentNet's modules.

### 2. Query Drop-Down Menu



This menu displays queries that have been created and saved. See Section 17, Creating Custom Queries in PaymentNet, for detailed instructions on creating new queries. Your default view is transactions for the last 30 days.

### 3. Transaction Identifier (Transaction ID)







This number is a unique reference number assigned to each transaction in PaymentNet. As new transactions are posted, the transaction ID numbers will become sequentially higher.

### 4. Sort Columns




To sort data by category, click on one of the column headings. This will sort the information in descending order. An upward or downward triangle indicator (   ) will appear next to the column that is being sorted, depending on if it is sorted in ascending or descending order. To sort in ascending order, click on the underlined category again.

### 5. Icons

 Purchase Detail Icon	 Documents Attached
 Dispute Initiated	 Airline Detail
 Car Rental Detail	 Possible Violation Flag

A variety of icons are visible in front of the **Transaction ID** column. Clicking on each of these icons will allow the user to view additional detail pertaining to that transaction.



Vendors have the option of providing various levels of detail with the transaction information. The level of transaction detail in PaymentNet will match the level provided by the vendor. If the vendor has reported transaction detail, a blue dollar icon  appears next to the **Transaction ID** on the Transaction List Screen. By clicking on the icon (or the **Addendum** link on the Transaction Detail Screen), the Purchase Detail will be displayed.

## 9.2. Cardholder Procedures

The Cardholder reviews transactions on PaymentNet and reallocates each charge to the appropriate Banner organization number and account and documents the nature of each expense. This must be done within 14 days of the transaction Post Date.

### 9.2.1. Access the Transactions Module

From the Welcome Screen, select **Transactions > Manage** from the navigation bar at the top of the screen. This brings you to the Transaction List Screen. This list defaults to the last 30 days of Transactions.

Managed bookmarks Banner Login - PaymentNet... Waffle Business Affairs Login Buyer Purchasing | Eastern... Bulletin ODP Login | Dell US Banner Te

Eastern Illinois University  
Select Role: EIU Custom Card

Home Transactions Statements Reports My Accounts Payments Help

Transaction List New Query Look For...

Filter By (New Query) Save Query

		Transaction ID	Exported	Approval Status	Transaction Date	Post Date	Transaction Amount	Sales Tax	Merchant Name	Merchant S
<input type="checkbox"/>		4849326574001		Approved	02/22/2025	02/24/2025	\$12.99	\$0.00	AMAZON MKTPL	
<input type="checkbox"/>		4769231343001		Approved	12/14/2024	12/16/2024	\$60.16	\$0.00	AMAZON.COM*ZX48P45E1	
<input type="checkbox"/>		4678017577001		Approved	09/27/2024	10/11/2024	\$135.36	\$0.00	GREAT WOLF LDG MASON -	
<input type="checkbox"/>		4665850476001		Approved	10/02/2024	10/03/2024	\$935.00	\$0.00	NATIONAL ASSOCIATION O	
<input type="checkbox"/>		4664131806001		Approved	09/27/2024	10/02/2024	\$135.36	\$0.00	GREAT WOLF LDG MASON -	
<input type="checkbox"/>		4664131805001		Approved	09/27/2024	10/02/2024	\$135.36	\$0.00	GREAT WOLF LDG MASON -	
<input type="checkbox"/>		4643152161001		Approved	09/17/2024	09/18/2024	\$157.00	\$0.00	ZOHO CORPORATION	

### 9.2.2. View Transactions and Compare to Itemized Receipts

From the Transaction List Screen, you can view all current transactions that have posted to PaymentNet. Compare each PaymentNet transaction to your itemized receipts. Research and resolve any differences.



**Transaction Information - Exported**

Settlement Method: Commercial Card

Transaction Type: Purchase

Cardholder Name: MEGAN WELLS

Account Number

Transaction Date

Post Date: 02/24/25

MCC: 5942

Merchant: AMAZON MKTPL

Merchant Location: AMZN.COM/BILL, WA, US

Original Merchant: AMAZON MKTPL\*BA9445723

Parent Merchant: AMAZON MKTPL

Customer Code: 113-7871671-67530

Micro Reference: 55432865053209236243805

Authorization Number: 055141

Transaction ID: 4849326574001

Original Currency: USD

Original Amount: \$12.99

**Approval Status – Approved**

Reviewed: Wells, Megan ☒

Approval 1

**Accounting Codes**

Chart of Accounts: COA - US64129

Company: All

Organization\*: 137001 - PROCUREMENT DE

Account\*: 71304 - Supplies Office & Libr:

ENC NUM (Purchasing Use Only):

ENC ITEM (Purchasing Use Only):

ENC SEQN (Purchasing Use Only):

ENC ACTN (Purchasing Use Only): None

**Transaction Custom Fields**

Exemption ☐

**Transaction Notes**

New Key for the timestamp clock used for bids and invoice check in.

Reviewed & Approved

Company, Organization, Account

Transaction Detail

Transaction Notes Box

### 9.2.3. Assign the Organization number, and Account, the expense should be charged against.

For each transaction, click on any of the text. This will bring you to the Transaction Detail Screen where you can assign organization number and account information.

- **Company**  
The Cardholder's last name should already be populated here in order for the customized **Organization** and **Account** drop-down menus to appear.
- **Organization**  
Using the drop-down menu, select the appropriate organization number for the purchase. Be sure to verify that there is sufficient budget available in the specified organization.
- **Account**  
Using the drop-down menu, select the appropriate account for the item(s) purchased.



**Organization** and **Account** drop-down lists are customized for each user at the time of account set-up. The **Organization** options list is defined at the time Cardholder applications are processed. Once an organization is selected, the system will populate the **Account** drop-down list with all the accounts eligible for use with that organization number.



In some cases, it will be appropriate to allocate the transaction to more than one organization number and/or account. Refer to Section 9.2.7, Split Transactions, for detailed procedures.

#### 9.2.4. Document the Nature of the Expense

An explanation regarding the nature of the expense is required in the **Transaction Notes** box on the Transaction Detail Record Screen. Document the *specific* nature of the expense, including information for Fixed Assets for equipment purchases.

When purchasing supplies, the types of supplies, purpose, and intended use should be documented. For example, on a Fisher Scientific transaction, the **Transaction Notes** field might be populated as follows: “lab supplies (test tubes, flasks, and beakers) to be used on XYZ grant for lab research.”

##### 9.2.4.1. Equipment

**When purchasing equipment, include the following information in the Transaction Notes:**

- Asset Description (include noun(s)) – indicate if replacement
- Manufacturer Name
- Model Number
- Serial Number
- Quantity
- Unit/Each Price
- Invoice Number (if an invoice was received)
- Building Name and Room Number equipment will be located in
- Organization number equipment should be inventoried to, if different from organization number paid from
- “Approved by \_\_\_\_\_ on \_\_\_\_\_ (date)” (the designated approving person/department as indicated on the Prohibited P-Card Use list in Section 7 )

**The Fixed Assets Tag Request Form for P-Card Purchases along with a copy of an itemized receipt for any equipment purchase must be sent to Fixed Asset Records in the Business Office as soon as possible. This receipt should include a description of item(s) purchased, quantity purchased of each item, and unit price of each item.**

#### **9.2.4.2. Travel**

**When using your P-Card for travel expenses, include the following information in the Transaction Notes:**

- Travel Application Number(s) of the traveler(s) whose expenses you are paying
- Name(s) of the traveler(s) whose expenses you are paying
- Date(s) of travel and reason for travel

Attach copies of any travel receipts paid with the P-Card to the Travel Voucher(s). Indicate on these receipt copies that they were paid with the P-Card. Please enter travel expenses paid for by P-Card in the Travel Voucher form in the Business Affairs Dashboard. These charges are included in the amount authorized to an employee for travel; however, they are not included in the amount to be reimbursed.

#### **9.2.5. Check the “Review” Indicator**

Review ☐

Approval 1  ☐

Mark the **Review** checkbox on the Transaction Detail Screen to indicate the review is complete. This action certifies that you have completed the following:

- Reconciled itemized receipt to PaymentNet transaction detail
- Reviewed each transaction for allowability and appropriateness
- Allocated each transaction to the appropriate organization number(s) and account(s)
- Properly documented the nature of each transaction in accordance with published policies and procedures

#### **9.2.6. Save Transaction**

After all organization and account information has been assigned, transaction notes documented, and the reviewed indicator checked, click the **Save** button to retain information entered. Failure to save the transaction will result in lost information.



Each Friday, transactions will be posted to the designated organization numbers on Banner and no further changes can be made in PaymentNet. However, the information will remain in PaymentNet and be available for query. Refer to Section 17, Creating Custom Queries in PaymentNet.

### 9.2.7. Split Transactions

In some instances, it may be necessary to allocate a purchase among multiple organization numbers and/or accounts. To begin dividing the total amount of the transaction between two or more organizations, select the desired transaction from the Transaction List Screen and click on the **Add Lines** button.



Transactions can only be split among the organization numbers and accounts defined for each user at the time of account set-up.

#### 9.2.7.1. Select the Number of Splits

You may select a multiple number of splits by typing in the number of lines needed in the **Enter # of Lines** box.

Customer Code 3001201700  
Micro Reference 55547505191174084001258  
Authorization Number 091094  
Transaction ID 5037572571001  
Original Currency USD  
Original Amount \$526.50  
Tax \$0.00  
Sett

Transaction Custom Fields  
Exemption ☐  
Transaction Notes  
3000 characters maximum (applies to all transaction notes)

**Enter Number of Lines Needed for Split**

Split Transaction  
Add Lines  
Add Cancel  
Enter number of lines

Split Transaction

Remove Lines Expand All Collapse All

Line Totals  
100% \$ 526.50

Item	Item Description	# of Units	Unit Price	Taxable	%	Total	Action
+ 1	Commercial Card Purchase	1.00	263.25	<input type="checkbox"/>	50.00	\$ 263.25	Delete
+ 2	Commercial Card Purchase	1.00	263.25	<input type="checkbox"/>	50.00	\$ 263.25	Delete Add

Save Dispute

### 9.3.7.2. Edit a Line

Click on the plus (+) under the word “Item” for each of the lines added in order to edit the information for that line. This enables you to edit organization and account information and allocate the transaction amount by either percentage or by dollar amount or number of units. **Note: You must click in the Company field and press tab in order to populate the Organization and Account fields for each line.**

### 9.3.7.3. Allocate by Percentage

Click in the % (percent) field and type the percentage that will be allocated to the line’s organization and account information. The **Total** field will update accordingly. When allocating transaction expenses to various organization numbers, PaymentNet will automatically balance the last split proportionally based on the percentages allocated to other organization numbers.

### 9.3.7.4. Allocate by Dollar Amount

Click in the **Unit Price** field and type the amount that will be allocated to the line’s organization and account information. With PaymentNet’s auto balance feature, the % (percent) field will update automatically.



The amount in the last split row is not editable. It will adjust to the other edited rows.

### 9.3.7.2. Complete the Split

Click in the **# of Units** field and type the number of units that will be allocated to the line’s organization and account information. If splitting by the number of units, be sure to put the unit price in the **Unit Price** field.

### 9.3.7.3. Complete the Split

When you are finished allocating the organization and account information for the rows, and entered the transaction notes, be sure to click the **Review** box then click the **Save** button located at the top of the screen.

If you would like to cancel the changes you have made, click the **Remove Lines** button located at the top of the screen.

To return to the Transaction List Screen, click the **List** link located at the top right of the screen.

## 9.3. Approving Official Procedures

The Primary Approving Official approves the Cardholder’s transactions on PaymentNet. This must be done within 7 days following the cardholder review. In the absence of the Primary Approving Official, the Secondary Approving Official assumes responsibility.

#### 9.4.1. Review each Itemized Receipt

Review each receipt and ensure the amount on the receipt agrees to the amount of the transaction on PaymentNet and that the charge is appropriate, allowable, and that no prohibited items have been purchased.

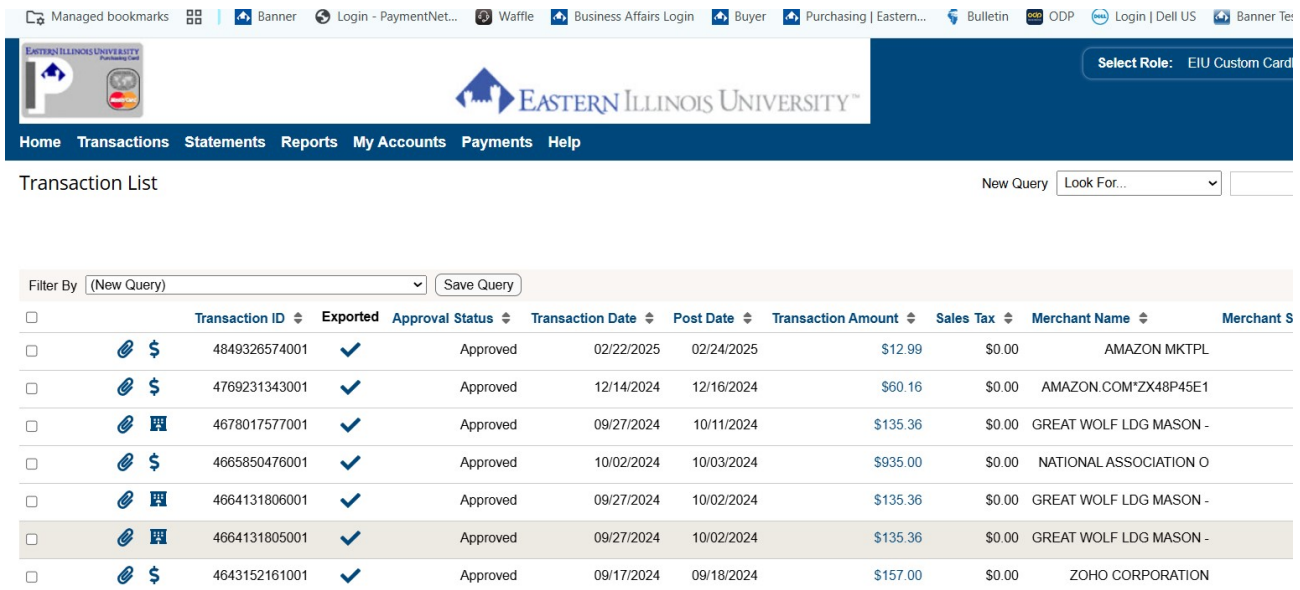
#### 9.4.2. Approve Transactions on PaymentNet

- **Log into PaymentNet**

Refer to Section 9.1, Logging into the PaymentNet System.

- **Access the PaymentNet Module**

From the Welcome Screen, select **Transactions > Approve** from the navigation bar at the top of the screen. This brings you to the Transaction List Screen.



Transaction ID	Exported	Approval Status	Transaction Date	Post Date	Transaction Amount	Sales Tax	Merchant Name	Merchant S
4849326574001	✓	Approved	02/22/2025	02/24/2025	\$12.99	\$0.00	AMAZON MKTPL	
4769231343001	✓	Approved	12/14/2024	12/16/2024	\$60.16	\$0.00	AMAZON.COM*ZX48P45E1	
4678017577001	✓	Approved	09/27/2024	10/11/2024	\$135.36	\$0.00	GREAT WOLF LDG MASON -	
4665850476001	✓	Approved	10/02/2024	10/03/2024	\$935.00	\$0.00	NATIONAL ASSOCIATION O	
4664131806001	✓	Approved	09/27/2024	10/02/2024	\$135.36	\$0.00	GREAT WOLF LDG MASON -	
4664131805001	✓	Approved	09/27/2024	10/02/2024	\$135.36	\$0.00	GREAT WOLF LDG MASON -	
4643152161001	✓	Approved	09/17/2024	09/18/2024	\$157.00	\$0.00	ZOHO CORPORATION	



See Section 9.2, Navigating in PaymentNet, for additional details and instructions regarding other tools to assist you while navigating around PaymentNet.

On the Transaction List Screen, review each transaction and mark the **Approval** checkbox on the Transaction Detail Screen to indicate that the review is complete and you approved the transaction. Click the **Save** button to retain the approval. This action certifies that you have completed the following:

- Verified that the Cardholder has acquired the goods or services within published policies and procedures and that the expenses are allowable.

- Verified that the Cardholder has allocated the transactions to the appropriate organization number(s) and account(s) and that sufficient budget is available for each transaction to post. If necessary, make appropriate adjustments. Refer to Section 9.3, Cardholder Procedures.
- Verified that the Cardholder has properly documented the nature of each expense in the **Transaction Notes** box in accordance with published policies and procedures.
- Verified that the Cardholder has checked the **Reviewed** box certifying that they have completed their transaction review responsibilities.
- Acknowledged that you approve the expense and authorize payment against the designated funds.



The Primary Approving Official may not approve his or her own purchases.

#### 9.5. Missing Receipts

If receipts are missing, the Cardholder must request a copy from the vendor. If unable to obtain a copy from the vendor, the Cardholder can request a copy from JPMorgan Chase. The bank will provide a copy for a fee, which will be charged to the Cardholder's P-Card account.

## 10. Monthly Statements

Each Cardholder receives a statement, either mailed or electronically, from JPMorgan Chase for all P-Card transactions processed during a month after the end of each billing cycle (usually the first week of each month). A Cardholder can print an electronic statement via the **Statements** tab in PaymentNet. To view and print your monthly statement, select the **Statements** option in the navigation bar on PaymentNet.



The P-Card billing cycle runs from the 26<sup>th</sup> of one month to the 25<sup>th</sup> of the next month. The exception is if the 25<sup>th</sup> falls on a weekend or holiday. Please refer to the P-Card Billing Cycle Schedule for specific dates.

Managed bookmarks Banner Login - PaymentNet... Waffle Business Affairs Login Buyer Purchasing | Eastern... Bulletin ODP Banner Testing CampusShi

EASTERN ILLINOIS UNIVERSITY Purchasing Card

Select Role: EIU Custom Cardholder

Home Transactions Statements Reports My Accounts Payments Help

## Statement Detail

Account Number \*\*\*\*\*8440 **Select Billing Date**

Billing Date 10/27/2025

Due Date 11/21/2025

Statement Amount \$649.84 (Pay)

Account Name MEGAN WELLS

Credit Limit \$15,000.00

Available Credit \$15,000.00

Cash Limit \$0.00

Cash Available \$0.00

To request accessible statements, please call 1-800-316-6056

[View Statement \(PDF\)](#)

Post Date	Tran Date	Reference	Description	City	State/Prov	MCC	Amount
-----------	-----------	-----------	-------------	------	------------	-----	--------

### 10.1. View the Statement

The screen will display the most current statement information for the specified card. The statement includes Cardholder name, account number, billing and due dates, amount due, and transaction detail.



To view a prior month's statement select the billing date desired from the drop-down menu.

### 10.2. Print the Statement

To print the statement, click on the **View Statement PDF** button to open the document as an Adobe PDF file. You can then print it from the Adobe window.

### 10.3. Reconcile Itemized Receipts to the Commercial Card Statement

Once the statement has been received or printed, verify that there are itemized receipts and supporting documentation for each purchase listed on the statement. Compare each itemized receipt to the transactions listed on the statement to ensure they are in agreement. If the amount on the statement does not agree to the itemized receipt, follow the instructions under Section 11, Dispute Transactions, to resolve the disagreement.



**Staple or tape individual receipts to 8½ x 11 sheets of paper to ensure they are not lost.**

**Receipts printed on slick paper (i.e., Walmart, County Market, etc.) should be filed with a copy as the ink on the original receipt wears off over time.**



#### 10.4. P-Card Records Retention

All P-Card receipts and supporting documentation, along with any Commercial Card Statements, must be retained by the department according to the retention schedule for credit card files found on-line at <https://www.eiu.edu/recordsmanagement/>. Departments are responsible for retaining documentation for grants according to the grant's guidelines. If any receipts or supporting documentation contain all sixteen digits of the credit card number, please mark out the first twelve digits in order to keep your credit card information secure.

## 11. Dispute Transactions

#### 11.1. Dispute of Statement Item

Items that appear as daily on-line charges from JPMorgan Chase may be disputed, as long as the disputed transaction is reported to JPMorgan Chase ***within sixty (60) days from the transaction's Post Date.***

**PLEASE NOTE:** If the transaction in question is **fraudulent** (not made by you) DO NOT dispute the transaction in PaymentNet. Contact JPMorgan Chase immediately at 1-800-270-7760 to report fraud.

If there is a problem with a charge, the Cardholder or the Primary Approving Official should first contact the vendor where the purchase was made and try to resolve the discrepancy. If this does not remedy the situation, the Cardholder or the Primary Approving Official should immediately dispute the transaction on PaymentNet.

During JPMorgan Chase's investigation, they will issue a credit to the P-Card account in question for the disputed amount until the dispute has been resolved. If JPMorgan Chase determines the charge is valid, they will re-bill it to the original P-Card.

When the investigation is complete, the Cardholder or Primary Approving Official will be notified of the resolution.

#### 11.2. Submit a Disputed Item Claim in PaymentNet

- Select the transaction from the Transaction List Screen to open the Transaction Detail Screen.

Click the **Dispute** button to open the **Transaction Dispute** screen. Then from the **Dispute Reason** drop-down menu, select the reason you are disputing the transaction. Depending on the reason chosen for the dispute, additional information may be required.

---

\* Required Fields

Name	Dispute Entry Date 07/14/2025
Transaction Date 07/10/2025	Micro Reference 55547505191174084001258
Transaction Amount \$526.50	
Merchant Name SCHIMBERG CO.	
E-mail Address *	<input type="text"/>
Dispute Reason *	<input type="text" value="Select..."/>

---

- **Submit the Dispute**

Click **Submit** after all of the required information has been entered.

After the record has been submitted, a black square immediately appears next to the transaction on the Transaction List Screen, indicating that the dispute has been initiated.

- **Undo and Resolve a Dispute**

The Cardholder has the ability to cancel the dispute at any time prior to the finalization of the disputed by clicking the **Cancel/Undo** button on the Transaction Dispute Screen. The square will be removed and the dispute will be dropped.

Cardholders may resolve disputed transactions on-line with the **Mark As Resolved** button. This option will appear for transactions already displaying the dispute indicator. Mark the transaction as resolved if the transaction was disputed in error, or at any time once you become aware that the transaction has been resolved.

Once the resolution has been processed, the black square will automatically be removed by JPMorgan Chase.

### 11.2.1. Allocate the Organization Information to the Disputed Transaction

Using the **Transactions** module, allocate the organization and account information to the disputed transaction as you would if the item was not in dispute. This is where the item will be charged, if applicable, upon resolution of the dispute. While the dispute is pending, the organization will NOT be charged if the **Approval** box is not checked.

Document that the transaction is in dispute, and the summary of actions taken in the **Transaction Notes** box.

### **11.2.2. Allocate the Organization Information to the Disputed Transaction**

In some cases, disputed transactions will result in a credit transaction in PaymentNet and on the Commercial Card Statement. Allocate the credit transaction to the same organization and account that the disputed transaction was allocated to. Use the **Transaction Notes** box to reference that this is a credit to a previously disputed item.

## **12. Audits**

The Department of Procurement Services and Internal Auditing may conduct random and scheduled audits. Inappropriate use of the P-Card will be handled in accordance with this policy and procedures manual.

## **13. Lost, Stolen, Misplaced or Damaged Cards**

Cardholders are responsible for always keeping the P-Card secure.

Immediately upon realizing the P-Card is lost, stolen, misplaced or damaged, the Cardholder must notify all of the following:

- JPMorgan Chase 800-270-7760
- Department of Procurement Services 217-581-5313
- Account Manager

## **14. Cancellation of Cards**

If a Cardholder terminates employment, transfers to another department or assumes different duties that do not require the use of a P-Card, a P-Card Administrator should be notified immediately.

## **15. Updating Cardholder/Department Information**

Changes to update Cardholder or department information must be submitted in writing and approved by the Financial Manager to a P-Card Administrator via email. Permanent organization changes must be submitted utilizing the [Business Office Dashboard](#).

When a new Approving Official assumes responsibilities for existing Cardholders, the Financial Manager must submit the change request, in writing, to a P-Card Administrator.

If any other changes are necessary, contact the Department of Procurement Services for assistance.

## 16. Creating Custom Queries in PaymentNet

The Query function enables you to view the transactions that meet user-specified criteria. Queries are available on the Transaction List Screen as well as many other screens.

### 16.1. Create a Query

From the **Transactions** module, click on the **Query** link.

The screenshot shows the PaymentNet interface for Eastern Illinois University. The top navigation bar includes links for Home, Transactions, Statements, Reports, My Accounts, Payments, and Help. The 'Transactions' module is selected. In the left sidebar, the 'Create Query' button is highlighted with a blue box. The main content area displays the 'Account Summary' and 'Transaction Activity' sections. The 'Account Summary' shows a Credit Limit of \$15,000.00, a Current Balance of \$0.00, and an Available Credit of \$15,000.00. The 'Transaction Activity' section shows Current Billing Cycle Transactions of \$0.00, Authorizations of 0, Declines of 0, and Transactions for Review (Last 60 days) of 0. The right sidebar contains Alerts, Messages, and New Features in PaymentNet Help Center.

This will bring you to the Transactions - Advanced Query.

## Transactions - Advanced Query

Process Reset

\* Required Fields

Query (New Query)

Date Range

ID	Operator	Field	Operation	Value	Action
1		<span>Post Date</span>	<span>Is Relative</span>	<span>Last Days</span> 30	<span>Add</span>

Criteria

ID	Operator	Field	Operation	Value	Action
1		<span>Account Number</span>	<span>Begins With</span>		<span>Delete</span> <span>Add</span>

Hierarchy

ID	Hierarchy Name	Field	Children	Action
Nothing Selected. <span>Add</span>				

Order By

ID	Field	Order Sequence	Action
Nothing Selected. <span>Add</span>			

Process Reset

Field

Operation

Value

Click to delete line of criteria

Click to add another line of criteria

Criteria are restricted by date range, along with three values: Field, Operation, and Value. You may select different criteria in the Field and Operation fields via the drop-down menus. Fill in the last box with the appropriate Value.

**16.1.1.** Select the appropriate date range for your query in the Date Range section

**16.1.2.** Select the field to query in the first drop-down box in the Criteria section

**16.1.3.** Select the operation of the query in the second drop-down box

**16.1.4.** Fill in the last box with the appropriate value

**16.1.5.** To add additional rows of criteria, click the Add button

**16.1.6.** To delete rows of criteria, click the Delete button

**16.1.7.** If adding more than one line of criteria, select your choice of “And” or “Or” from the drop-down box at the left end of the criteria lines

- **And** - Meets all criteria specified within the query
- **Or** - Meets any of the criteria specified within the query (meaning that a transaction only has to meet one of the criteria to appear in the query)

16.1.8. When finished, click the **Process** button.

Query results will display on the Transaction List Screen.

## 16.2. Reset Query

Click the **Reset** button to revert to your previous query, and then continue the steps described above to create another query.

## 16.3. Save Query

If you need to run this query often, you can save the query by clicking on the **Save Query** button. You will be prompted to type in a name for the query. This saved query will then appear in the saved queries drop-down menu.

Transaction List

Transaction ID	Exported	Approval Status	Transaction Date	Post Date	Transaction Amount	Sales Tax	Merchant Name	Merchant S
4849326574001	✓	Approved	02/22/2025	02/24/2025	\$12.99	\$0.00	AMAZON MKTPL	
4769231343001	✓	Approved	12/14/2024	12/16/2024	\$60.16	\$0.00	AMAZON.COM*ZX48P45E1	
4678017577001	✓	Approved	09/27/2024	10/11/2024	\$135.36	\$0.00	GREAT WOLF LDG MASON -	
4665850476001	✓	Approved	10/02/2024	10/03/2024	\$935.00	\$0.00	NATIONAL ASSOCIATION O	
4664131806001	✓	Approved	09/27/2024	10/02/2024	\$135.36	\$0.00	GREAT WOLF LDG MASON -	
4664131805001	✓	Approved	09/27/2024	10/02/2024	\$135.36	\$0.00	GREAT WOLF LDG MASON -	
4643152161001	✓	Approved	09/17/2024	09/18/2024	\$157.00	\$0.00	ZOHO CORPORATION	

## 16.4. Delete Query

To delete a query, first select it from the saved queries drop-down menu. Once the information has populated on the Transaction List Screen, click the **Delete Query** button.

# 17. PaymentNet Help

The **Help** module can be found in the main navigation bar within PaymentNet. There are three submenus available within the **Help** module: **Help for This Page**, **Help Center**, and **Resources**. Help for This Page provides an immediate resource option for each task you are completing on any given screen. The Help Center is an online resource option for PaymentNet users which can be accessed by going to <https://www.paymentnet.jpmorgan.com/card/help/ch/jpmcp-cm/content/jpmcp/paymentnet/PaymentNet-CH-Help/home-page.html>.

## 18. Definitions

- 18.1. Account Manager: The Eastern Illinois University employee who has been assigned responsibility for an organization number through an approval process.
- 18.2. Assistant P-Card Administrator: The Eastern Illinois University employee from the Department of Procurement Services (along with the P-Card Administrator) responsible for administering the P-Card Program for the University.
- 18.3. Banner Organization Number: The Eastern Illinois University general ledger organization numbers assigned to a P-Card. Each P-Card will have a primary default organization number assigned to it. All charges made with the P-Card may be posted to the default organization number if the charges are not reallocated in the PaymentNet system by the designated deadline.
- 18.4. Cardholder: The Eastern Illinois University employee that has been authorized by the Account Manager and the P-Card Administrators to make purchases on the P-Card. This person is accountable for all charges he or she makes with that card.
- 18.5. Conflict of Interest Disclosure: The form that must be completed to identify an actual or potential situation in which the personal interests of a vendor or employee are, or appear to be, in conflict with the best interests of the University.
- 18.6. Commercial Card Statement: A report available from JPMorgan Chase through PaymentNet detailing transaction activity for an individual card account number for purchases made during the monthly billing cycle.
- 18.7. Merchant Commodity Code (MCC): The MCC is a four digit code assigned to every vendor that accepts MasterCard. Examples: The MCC #5411 – County Market Grocery Stores, #5251 – Ace American Hardware.
- MCCs are assigned by the vendor's bank. Eastern Illinois University has no control over what MCC is assigned to a vendor.
- 18.8. Monthly Spending Limit: The total dollar amount of charges allowed per card per monthly billing cycle.
- 18.9. PaymentNet: An Internet-based financial reporting system owned by JPMorgan Chase which serves as the database of record for all P-Card transactions. The system is a secure web site, which is derived and maintained by JPMorgan Chase, using the vendor's internal servers. Access to PaymentNet requires a secure password for the Cardholder and Approving Official in order to review, change and approve P-Card transactions. The P-Card Administrator sets up your initial password.
- 18.10. P-Card Administrator: The Eastern Illinois University employee from the Department of Procurement Services responsible for administering the P-Card Program for the University and acting as the main contact between Eastern Illinois University and JPMorgan Chase.



- 18.11. Primary Approving Official:** The Eastern Illinois University employee within each department who is primarily responsible for approving a Cardholder's transactions in the PaymentNet system. Primary Approving Officials have the ability to reallocate individual charges to multiple organization numbers. A Primary Approving Official may oversee more than one Cardholder account, depending on how the department elects to manage its accounts. The Primary Approving Official is also responsible for verifying that all charges against the Cardholder's account for that department are backed up by the appropriate supporting documentation and that the documentation is received and retained by the department.
- 18.12. Purchasing Card (P-Card):** A JPMorgan Chase MasterCard issued to a full-time employee of Eastern Illinois University for the purpose of making authorized business-related purchases on behalf of the University. The University will issue payment to JPMorgan Chase for charges made with the P-Card.
- 18.13. Purchasing Card Agreement:** An agreement form signed by the Cardholder and the Account Manager, which verifies that the Cardholder has read and understands the guidelines set forth in the P-Card Program Policy and Procedures Manual and agrees to comply with them.
- 18.14. Purchasing Card Application:** The form to be completed by prospective Cardholders to obtain a P-Card.
- 18.15. Secondary Approving Official:** Assumes responsibilities in the absence of the Primary Approving Official.
- 18.16. Single Transaction Limit:** The total dollar amount (as determined by P-Card Administrators) allowed for a single purchase. The single purchase may include multiple items but the total dollars expended may not exceed the Cardholder's limit.
- 18.17. Splitting or Stringing:** Splitting or stringing purchases is the practice of processing multiple transactions with a vendor in order to avoid the transaction limit.
- 18.18. Supporting Documentation:** A document that records the relevant details for each item purchased including quantities, dollar amounts, a description of what was purchased, the total charge amount, and the vendor's name and address (i.e., sales receipt, original invoice, credit receipt, etc.), as well as written approvals for purchases (i.e., e-mail from Procurement, Disbursements and Contract Services for computer equipment, peripherals or software purchase; e-mail from Bonita Flynn for off-campus printing purchase; approval for food purchase; etc.).
- 18.19. Vendor:** One who sells goods or services.