

Helpful Information for Your New PCard

- **Always** ship to a USF system address - If an exception is needed, contact us
- **Sign up** for the Amazon Tax Exempt Program (ATEP): <https://www.amazon.com/gp/taxExemption>
- **Present** your FL tax exempt card whenever you make a purchase from a FL vendor - in person/online/via phone
- **Ensure** you know your single transaction & monthly limits - if you need an increase (temp/perm), contact us
- **Do not** split transactions (separate a purchase in two in order to bypass the transaction limit)
- **Remember** the billing cycle is from the 5th of the current month to the 4th of the following month
- **Call** JPMorgan Chase **FIRST** if your card is lost or stolen:
 - **Inside USA:** (800) 316-6056 | **Outside USA:** (847) 488-3748
 - **THEN** call PCard services to have a new card ordered

Important Contact Information:

Name	Phone	Email	Use If
Charlotte Eppich PCard Manager	(813) 974-5785	ceppich@usf.edu	All questions about PCard
Roselyn Rodriguez PCard Supervisor	(813) 974-5676	roselynr@usf.edu	All questions about PCard
Nicole Kornicks PCard Supervisor	(813) 974-8968	nicolek@usf.edu	All questions about PCard
Angelo Hernandez PCard Fiscal & Business Assistant	(813) 974-4010	angelo6@usf.edu	All questions about PCard
Darlene Cabina PCard Fiscal & Business Assistant	(813) 974-3292	dcabina@usf.edu	All questions about PCard
Janelle Cordner PCard Fiscal & Business Assistant	(813) 974-2860	jcordner@usf.edu	All questions about PCard
Jing Lin PCard Fiscal & Business Assistant	(813) 974-3305	linj@usf.edu	All questions about PCard
Kelly Wood PCard Fiscal & Business Assistant	(813)974-5690	kellywood@usf.edu	All questions about PCard
Margarita Sevilla-Salameth PCard Fiscal & Business Assistant	(813) 974-3714	margaritas@usf.edu	All questions about PCard
Nicholas John PCard Fiscal & Business Assistant	(813) 974-1378	nicholas65@usf.edu	All questions about PCard
Shamara Spencer PCard Fiscal & Business Assistant	(813) 974-3797	shamara1@usf.edu	All questions about PCard
Michael Kort Office Depot Rep.	(727) 726-5954	michael.kort@officedepot.com	Office Depot Orders/Questions/Exceptions

