

Helpful Information for Your New PCard

- **Always** - ship to a USF system address - If an exception is needed, contact us
- **Amazon** - All Amazon purchases made for legitimate USF business purposes must be made through the USF System centralized Business Account.
- **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 to issue a new card:
 - **Inside USA:** (800) 316-6056 | **Outside USA:** (847) 488-3748
 - **THEN** submit an Account Closure Form to PCard Services

Important Contact Information:

Name	Phone	Email	Use If
Charlotte Eppich PCard Manager	(813) 974-5785	ceppich@usf.edu	All questions about PCard
Teddi Botteron PCard Fiscal & Business Specialist	(813) 974-3714	tbotteron@usf.edu	All questions about PCard
Darlene Cabina PCard Fiscal & Business Assistant	(813) 974-3292	dcabina@usf.edu	All questions about PCard
Cathi Compton PCard Fiscal & Business Assistant	(813)974-5690	cathi1@usf.edu	All questions about PCard
Douglas McLeod PCard Fiscal & Business Assistant	(813) 974-3797	djmcleod@usf.edu	All questions about PCard
Kim Viella Office Depot Rep.	(305) 505-9343	Kimberley.Vilella@OfficeDepot.com	Office Depot Orders/Questions/Exceptions

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