

# 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 5<sup>th</sup> of the current month to the 4<sup>th</sup> 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
<b>Charlotte Eppich</b> PCard Manager	(813) 974-5785	<a href="mailto:ceppich@usf.edu">ceppich@usf.edu</a>	All questions about PCard
<b>Roselyn Rodriguez</b> PCard Supervisor	(813) 974-5676	<a href="mailto:roselynr@usf.edu">roselynr@usf.edu</a>	All questions about PCard
<b>Angelo Hernandez</b> PCard Fiscal & Business Assistant	(813) 974-4010	<a href="mailto:angelo6@usf.edu">angelo6@usf.edu</a>	All questions about PCard
<b>Darlene Cabina</b> PCard Fiscal & Business Assistant	(813) 974-3292	<a href="mailto:dcabina@usf.edu">dcabina@usf.edu</a>	All questions about PCard
<b>Janelle Ray</b> PCard Fiscal & Business Assistant	(813) 974-2860	<a href="mailto:janelleay@usf.edu">janelleay@usf.edu</a>	All questions about PCard
<b>John Perez</b> PCard Fiscal & Business Assistant	(813)974-3305	<a href="mailto:johnperez@usf.edu">johnperez@usf.edu</a>	All questions about PCard
<b>Jonathan Brochinsky</b> PCard Fiscal & Business Assistant	(813)974-3797	<a href="mailto:jbrochinsky@usf.edu">jbrochinsky@usf.edu</a>	All questions about PCard
<b>Margarita Sevilla-Salameth</b> PCard Fiscal & Business Assistant	(813) 974-3714	<a href="mailto:margaritas@usf.edu">margaritas@usf.edu</a>	All questions about PCard
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<b>Michael Kort</b> Office Depot Rep.	(727) 726-5954	<a href="mailto:michael.kort@officedepot.com">michael.kort@officedepot.com</a>	Office Depot Orders/Questions/Exceptions