

Online Credit Card Application and Approval Quick Reference Guide**Last Updated:** 07/28/2023

Credit Card applications can be completed online via the JPMorgan Commercial Card Application. Cardholders should first discuss with their Business Manager to ensure that a permanent card is needed for the types of purchases you plan to make. Travel Cards should only be issued to individuals traveling more than 3 times in a year. For purchasing cards, discuss with your Business Manager whether a named or department card is appropriate for your area. Please follow these instructions to apply for a card.

Business Managers should follow the instructions on how to approve card applications and submit the application to the appropriate reconciler for their department(s).

Resources: [Purchasing Card Information](#), [New Card Activation Instructions](#), [Best Practices for JPMorgan Cardholders](#), [Purchasing Card Manual](#), [Missing Receipts](#).

Jump Links: [Card Application Links](#), [Card Application Instructions](#), [Business Manager Approval Instructions](#), [Procurement Center Instructions](#)

Card Application Links	
Department Purchasing Card	https://www.paymentnet.jpmorgan.com/application/applicant/2d2bc95e-ddaf-4968-b07f-ed0c77d55dfb
Named Purchasing Card	https://www.paymentnet.jpmorgan.com/application/applicant/c71e6c63-349f-4b16-82ce-98b82a2f82f6
Travel Card	https://www.paymentnet.jpmorgan.com/application/applicant/e1aabb28-b8d6-45ae-96b6-880d3f074c86

Card Application Instructions

General Information

Account Information

Account Information

PUID*

PUID (0 0 #####)

PaymentNet User ID*

Current Reconciler User ID

Department Cards: Enter the PUID, including the leading zeros, for the individual who will be responsible for holding the physical card.

Named and Travel Cards: Enter the cardholder's PUID, including the leading zeros.

Enter "000000" for the PaymentNet User ID.

Account Security

Account Security

PUID (Last 4 Digits)*

PUID (Last 4 Digits)

Access Code 2*

Responsible Person's Mother's Maiden Name

Re-enter the last 4 digits of the PUID of the responsible person or cardholder.

Select a 4-digit PIN for Access Code 2 (formerly Mother's Maiden Name)

Card Embossing

Card Embossing

First Name on Card*

21 Character Limit (First & Last Name including spaces)

Last Name on Card*

Department Cards: Enter the name of the card as you would like it to appear. Typically, this is an abbreviation of the department, the office, and a number associated with how many cards are in that area. For example: ECE SENIOR DSGN 4 WL – This is the fourth card issued to the Electrical and Computer Engineering Senior Design group. The Last Name on a Departmental Card should always be the campus abbreviation. (WL = West Lafayette)

NOTE: There is a 21 total character limit. Please use abbreviations when possible.

Named and Travel Cards: Enter your First and Last Name. Middle Initials can be added at the end of the First Name field.

<p>Contact Information</p>	<p>Contact Information</p> <hr/> <p>Purdue Email Address* <input type="text"/> Responsible Person's Purdue Email Address</p> <p>Business Phone Number* <input type="text"/> Responsible Person's Business Phone Number</p> <p>Mobile Phone Number <input type="text"/> XXX-XXX-XXXX</p> <p>Department Cards: Enter the contact information for the person responsible for the physical card. This will be the individual who is contacted should we need missing receipts, or additional information regarding purchases on the card.</p> <p>Named and Travel Cards: Enter the cardholder's contact information.</p>
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<p>Cardholder Address (Card Delivery)</p>	<p>Cardholder Address (Card Delivery)</p> <hr/> <p>Country USA</p> <p>Street Address* <input type="text"/> USPS CAMPUS ADDRESS (example: 123 Stadium Mall Ave)</p> <p>City* <input type="text"/></p> <p>State/Province IN</p> <p>ZIP/Postal Code* <input type="text"/></p> <p>Enter the address to which the card should be mailed. Departmental cards should always be mailed to campus addresses. Please do not use building abbreviations on this application, only use the USPS Campus Mailing Address. Named and Travel cards can be mailed to the cardholder's home address; campus address preferred.</p>
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<p>Confirmation</p>	<p>Click next to review the application. Validate the information provided is accurate.</p>
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Administrative Information

<p>Administrative Information</p>	<p>Administrative Information</p> <hr/> <p>SAP ORG Unit Number* <input type="text"/></p> <p>Account Custom Fields</p> <p>Select Campus* <input type="text" value="West Lafayette"/></p> <p>Add your department's full ORG Unit Number (e.g. 1401000000 for Engineering Administration). If you are unsure of your ORG Unit Number, please consult your Business Manager.</p> <p>Select 'West Lafayette' from the dropdown menu.</p>
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<p>Card Controls</p>	<p>Card Controls</p> <hr/> <p style="text-align: center;">Credit Limit Enter Credit Limit</p> <p style="text-align: center;">Single Amount Limit \$* <input type="text"/> Enter Single Transaction Amount</p> <p>Credit Limit cannot be entered at this stage.</p> <p>Purchasing Cards: Single Amount Limits are determined by the Business Manager. Department cards cannot have a credit or transaction limit higher than \$3,000. If you need a card with a limit higher than this, you will need to apply for a Named Card. Please discuss with your Business Manager.</p> <p>Travel Cards: Enter limits based on your position as listed below.</p> <ul style="list-style-type: none"> - Graduate Assistants: \$2,500 - Post-Doctoral Appointments: \$3,500 - Department Staff: \$5,000 - Faculty (Infrequent Travel): \$5,000 - Faculty (Frequent Travel): \$10,000 - Directors / Deans / Executives: \$15,000 - All other positions: \$1,000
<p>Approval</p>	<p>Approval</p> <hr/> <p>Fiscal Approver should submit to Department Head or note in comment section if Business Manager has delegated authority from the Department Head or Director.</p> <p style="text-align: center;">First Name* <input type="text"/></p> <p style="text-align: center;">Last Name* <input type="text"/></p> <p style="text-align: center;">Email Address* <input type="text"/></p> <p style="text-align: center;">Confirm Email Address* <input type="text"/></p> <p>Business Managers have fiscal approval authority delegated from the Department Head. Please enter your Business Manager's information in these fields.</p>
<p>Comments</p>	<p>Leave this field blank.</p>
<p>Confirmation</p>	<p>Click next to review the application. Validate the information provided is accurate.</p>

Cardholder Acknowledgement	
Agree to Terms	Select the checkboxes for agreeing to the Cardholder Acknowledgement and Organization-Specific Cardholder Acknowledgement.
Submit Application	Click submit to submit to your Business Manager for approval.

Business Manager Approval Instructions

Receive Email Notification	Business Managers will be notified via email when their information has been entered as a fiscal approver for a card application. Click the included link to open the application details in your browser.
Review Card Application	The Business Manager reviews the card application for accuracy.
Select Credit Limit	<p>Recommended Limits:</p> <ul style="list-style-type: none"> - Departmental Cards: \$2,500 Cycle / \$1,000 Transaction (\$3k MAX) - Named Cards: <ul style="list-style-type: none"> - Faculty: \$5,000 Cycle / \$1,000 Transaction - Administrative Staff: \$5,000 Cycle / \$1,000 Transaction - Business Office Staff: \$10,000 Cycle / \$2,500 Transaction - Operations Center: \$25,000 Cycle / \$5,000 Transaction - Business Manager: \$10,000 Cycle / \$2,500 Transaction - ADFA / DFA: \$25,000 Cycle / \$5,000 Transaction - Travel Cards (based on position type): <ul style="list-style-type: none"> - Graduate Assistants: \$2,500 - Post-Doctoral Appointments: \$3,500 - Department Staff (Infrequent Travel): \$5,000 - Department Staff (Frequent Travel): \$10,000 - Faculty (Infrequent Travel): \$5,000 - Faculty (Frequent Travel): \$10,000 - Directors / Deans / Executives: \$15,000 - All other positions: \$1,000 <p>For Travel Cards, enter a comment if the limit needs to be adjusted.</p>
Validate ORG Unit	Enter the ORG Unit Number

Additional Approver	<p>If the card application was routed to you and you are not a Business Manager, add the Business Manager's contact information in the Next Approval section.</p> <p>Purchasing Cards ONLY: Add your department's assigned reconciler in the Next Approval section. If you are unsure who to add, please add the Procurement Center Operations/Business Manager.</p> <p>NOTE: Travel Cards do not need to route through the Procurement Center. Please do not add an additional approver.</p>
Comments	<p>If changes are needed to the card's limit, please submit a comment in the comments section.</p>
Approve or Reject	<p>Once reviewed, select the Approve or Reject button in the bottom right corner. Once selected, the selection cannot be reversed.</p>

Procurement Center Approval Instructions	
Receive Email Notification	<p>Reconcilers will be notified via email when their information has been entered as an approver for a card application. Click the included link to open the application details in your browser.</p>
Comments	<p>Add a comment in the comments field:</p> <p>ATTN PCard Operations: please set reconciler to [your alias] with email address engrpcard@purdue.edu.</p>
Approve	<p>Once reviewed and comments added, select the approve button in the bottom right corner. Once selected, the application is complete and cannot be reversed.</p>
Set up Folders	<p>Add a new sub-folder to the PCard Applications Folder with the individual's name and department/org unit number.</p>
Best Practices Email	<p>Send the cardholder the Best Practice email.</p>
Follow-up	<p>Once a card number is issued, rename the folder to include the last four of the card number and move it to the core PCard folder for saving backup.</p> <p>Add the card to the Reconciler's List (Last 4 of Card & Contact Email).</p>