QUICK REFERENCE GUIDE

PCARD:
PCard Website: http://www.unlv.edu/purchasing/pcard

Primary Contacts: PCard Administrator:
Michelle Ommen, 702-774-2273 or 702-895-5986, michelle.ommen@unlv.edu
Purchasing Analyst:
Aurora Mendoza, 702-774-2273 or 702-895-0982, aurora.mendoza@unlv.edu
pcardunlv@unlv.edu

Emergency: Purchasing & Contracts
702-895-3521
purchasingunlv@unlv.edu

CARD ISSUING BANK / JP MORGAN CHASE:
Customer Service: 1-800-316-6056 (also located on the back of PCard)

IN THE EVENT OF A LOST OR STOLEN PCARD &/OR FRAUD ACTIVITY:

1. Call JP Morgan Chase – Fraud Department at the number listed on the back of
the PCard, or Customer Service at 1-800-316-6065, within 24 hours of discovering
loss, theft, or fraudulent use.
2. Contact Cardholder's Approving Officials and the PCard Administrator
immediately in writing. In the e-mail be sure to reference the last four digits of your
current card #. Provide a brief summary of what has occurred, listing transaction
details for fraudulent charge(s). After reporting the compromised card to
JPMorgan Chase, the card should be destroyed if present.

Any paperwork received from JP Morgan Chase should be forwarded to the PCard
Administrator.

UNLV:
Purchasing Website: https://www.unlv.edu/purchasing.
Campus Contracts: https://www.unlv.edu/purchasing/contracts.

Sales Tax Exemption Letters & W9: UNLV's sales tax exemption letters, policy information
and W9 Form is available at https://www.unlv.edu/controller/accountspayable/tax-exemption.

UNLV's Federal Tax ID No. is: 88-6000024

Travel: Accounts Payable is responsible for assisting and reimbursing employee’s travel on
behalf of the University. Travel policies may be found at
https://www.unlv.edu/controller/travel-program.

Inventory Equipment: The University’s Property Control Office is within the office of
Administrative Services. Property Control policy may be found at:
https://www.unlv.edu/propertycontrol.