



DREXEL UNIVERSITY

Procurement Services

Starting Monday, February 20, 2017, Drexel's Procurement Card (P-Card) provider, J.P. Morgan, is making changes to its transaction processing system to improve card security. These changes require a new P-Card be issued to every holder. Please see details below.

If you have questions or need assistance, email pcard@drexel.edu or call 215.895.6132, Monday through Friday, 8:00 a.m. – 5:00 p.m.

Complete by Monday, March 20, 2017



Step 1: Your new P-Card will arrive in the mail

Your new P-Card will be mailed to the address in your J.P. Morgan cardholder account. Do not use your new P-Card until you update your travel and procurement accounts. Once you use the new P-card, your old one will become inactive. Please complete Step 2 to update your accounts before using your new P-card.



Step 2: Update your travel and purchasing accounts

Although the account numbers on your new P-Card will remain the same, the expiration date and the Card Verification Value (CVV) number will change. Check saved card information in any of the following (but, not limited to) accounts:

- Concur (World Travel)
- Online Subscriptions and/or Memberships
- Automatic Payments



Step 3: Start using your new P-Card

Your new P-Card will automatically be ready for use on Monday, March 20, 2017. To destroy your old card, you may use a shredder designed to shred credit cards, or use scissors to cut through the magnetic strip, your signature, and the chip.

Important! You must use your new P-Card at least once by Friday, May 5, 2017 to ensure activation.