J.P. Morgan's Account Request Manager (ARM) is a module of PaymentNet® that automates J.P. Morgan's Commercial Card application, submission, approval and fulfillment process. The following figure provides an overview of the ARM workflow tasks.
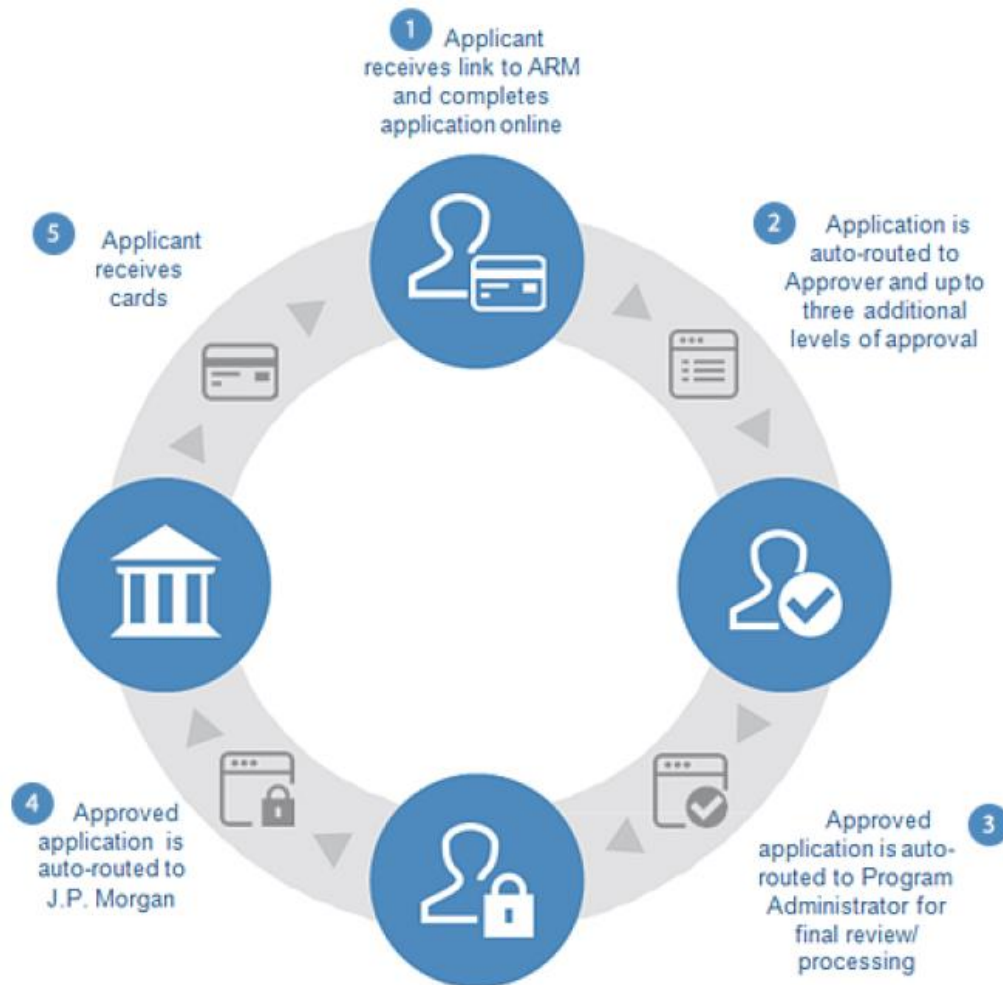
1) Link to the P-Card Application is available on the Employee tab of DrexelOne.

2) Select the application that fits your needs.

  a. **Travel Card:** purchases based on travel needs only (transportation, lodging, meals, etc.)

  b. **Purchasing Card:** purchases based on non-travel needs

Please note that all entities (Drexel, ANS and DUO) have separate applications.

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Drexel University Purchasing Card Application

J.P.Morgan
PURCHASING
4417 1234 5678 9112
00/00 00/00
E. VERGARA

Click the link of the J.P.Morgan Commercial Card Application you are applying for

Please contact your Program Administrator if you are uncertain which application to select.

Academy of Natural Science Purchasing Card

Drexel University Online Purchasing Card

Drexel University Online Travel P-Card

Drexel University Purchasing Card

Drexel University Travel P-Card

3) Complete Step 1: General Information

    a. Enter all required information. You will not be able to proceed until the required fields are completed.

Drexel University Travel P-Card Application   **Purchasing Card**

J.P.Morgan
PURCHASING
4417 1234 5678 9112
00/00 00/00
E. VERGARA

Step 1: General Information | Step 2: Administrative Information | Step 3: Cardholder Acknowledgement

Cancel   Next >

Please complete the fields below to apply for a commercial card.

* Required Fields

Additional Instructions from your Organization

Please read the instructions and complete the fields below to apply for a Drexel University Travel P-Card. Please review the P-Card Policy and Guidelines: https://drexel.edu/procurement/makingPurchases/pcard/. By completing this application, you agree to abide by the P-Card Policy, Guidelines, and all other policies set forth by Drexel University. If you have any questions, please contact pcard@drexel.edu

The information contained in the instructions noted above is not provided by J.P. Morgan Chase Bank, N.A. or its subsidiaries or affiliates (collectively referred to as "Chase"). Chase is not responsible for and does not endorse the policies, procedures, or overall content provided in the instructions noted above.

I reviewed the P-Card Policy/Guidelines* Yes

Applicant Information

Full First Name* Jane   Up to 23 Characters Combined (First + Last)

Last Name* Doe   Up to 23 Characters Combined (First + Last)

Date of Birth* 01/01/1990   MM/DD/YYYY

Drexel Employee Id* 12345678

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- **Full First Name and Last Name**: Enter your full, legal first and last names.

- **Date of Birth**: Enter your date of birth in the requested format.

  o Note: To improve compliance with The Office of Foreign Assets Control (OFAC) of the U.S. Department of the Treasury, the Date of Birth field is mandatory. It is used to verify access to a commercial card as well as validate your identity when you call J.P. Morgan for customer support or use the online tools.

- **Drexel Employee ID**: Enter your employee ID #.

- **Account Security – Access Code 1**: Enter a four-digit security identifier based on the last four-digits of your University ID #. Only numeric characters can be entered in this field.

- **Name as It Will Appear on Card**: Enter your first name, middle initial if applicable, and last name. The combined number of characters in these fields may not exceed 23 characters due to space limitations on the actual card.

- **Business Contact Information:** Enter your business email address, business phone number, and mobile phone number. These fields help to ensure appropriate servicing of your account by J.P. Morgan.

- **Cardholder Address (Card Delivery)**: Provide the address where your card should be delivered once your account is created. Your organization has already chosen whether to have cards delivered to cardholder addresses or to a central corporate location. Please contact your Program Administrator to determine where your card will be delivered.

- **Home Address:** Provide your home address.
  o Note: To improve compliance with The Office of Foreign Assets Control (OFAC) of the U.S. Department of the Treasury, the Home Address is mandatory. It is used to verify access to a commercial card as well as validate your identity when you call J.P. Morgan for customer support or use online tools.

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b. Please review all information before continuing to the next section. When finished, please click Next.

4) Complete Step 2: Administrative Information
   a. Cost Centers (4-digit ORGN and 6-digit FUND) cannot be related to a restricted fund.

b. Administrative Information

    i. Additional sections here can include **Transaction Defaults or Card Controls (credit limit)**. If you have questions about the fields, please contact TandE@drexel.edu.

c. If you require increased limits, please note this in the Comments section.

d. For Approval, please enter the required information of your Approver. Please only use their Drexel domain emails.

Card Controls

Credit Limit 10000

Daily Transaction Limit 12

Single Amount Limit $ 4999

Standard Limits (to modify limits, please indicate the requested limit(s) in the Comment Section below) P-Card reserves the right to decline or modify the Cardholder's requested limit(s)

Approval

Cardholder: Please complete the fields below to send the application to your Expense Approver. Expense Approver: Please complete the fields below to send the application to your Budget Owner. Contact pcard@drexel.edu for any questions.

First Name* John

Last Name* Smith

Email Address* js1234@drexel.edu

Confirm Email Address* js1234@drexel.edu

Email addresses match

Comments

Optionally, enter comments to include with your application.

Limit Increase Adjustments

Cancel   < Previous   Next >

---

e. When finished, select Next. Please review the information before continuing to the next section.

5) Step 3: Review and agree to the Cardholder acknowledgement.

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6) Step 4: Email Confirmations

    a. You will also receive an email notification confirming your submission. As your application moves through the approval workflow process, you will receive additional emails alerting you of its progress. These emails will have the following subject lines:

        i. **Application Approved:** Your application has been approved and now awaits final signoff by the P-Card Administrator.

        ii. **Card Account Processing:** Your Program Administrator has completed the final approval step and processing of your card will begin.

        iii. **Application Rejected:** Your application has been rejected by the approver for the reason stated in the email. You will need to submit a new application.

Please contact your Program Administrator with questions or more information.