**JP Morgan Chase VISA PROCUREMENT CARD PROGRAM**

JP Morgan Chase Visa Procurement Card Program

To participate in the JP Morgan Chase Visa Procurement Card Program, you and your supervisor must read the JP Morgan Chase Visa Procurement Card Program Guidelines.

You and your supervisor must be able to sign into the SUNY Financial Management System (FMS). If you are unsure whether or not you have access, or if you do not know your password, please contact Rosemarie LaTourette or Julie Walsh.

To obtain the JP Morgan Chase Visa Procurement Card Program Guidelines and Card Application packet, contact Yolanda Howell in Purchasing at howelly@newpaltz.edu. Or by phone at 845-257-3197. Complete the forms enclosed in the packet as indicated and send them to Yolanda Howell, Visa P-Card Program Administrator, Purchasing, HAB 307, for processing. The Visa Procurement Card application process takes approximately two (2) weeks to complete.

The JP Morgan Visa Procurement Card Program has been initiated at SUNY New Paltz primarily for the acquisition of departmental supplies.

Information about ordering from suppliers and how to access and use the FMS online system will be provided when your card is issued during your initial Visa Procurement Card training meeting.

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