



# JPM Chase Credit Card Checklist

Please ensure you have all the following documentation before reconciling your JPM Credit Card statement in *Concur*

**DO NOT use your card for:**

## Meals & Entertainment

	Detailed justification
	List of Attendees & relationship
	Itemized receipts
	Copy of event Flyer/Invitation

### Itemized receipts

Itemized receipt must include date, vendor's name, address, description of items, purchase price.

Personal Use
ATM Transactions
Cash Advances
Charitable Donations
Consulting/Prof Services
Gift certificates
Hazardous/Radioactive Chemicals
Live Animals
Medical Provider Services
Any Services
Rents & Leases
Equipment Value >\$2,000
<b>\$5,000 "per-transaction" limit</b>
<b>\$15,000 monthly limit</b>
<b>Split ordering to make Multiple payments is PROHIBITED</b>
<b>Do not lend your card or disclose your account number to anyone.</b>
<b>You must present the SBF Tax Exempt Certificate for all your NYS purchases</b>

## Travel/Conference

	Purpose of travel
	Itinerary and dates of travel
	Copy of event Flyer/Invitation
	Itemized receipts

### Airplane tickets

The backup must include name of passengers, destinations, and dates of travel.

### Shipment Address

## Supplies/Services

	Itemized receipts
	Detailed Justification of purchase

All goods ordered must be shipped to a SBU Campus address. Deliveries to a home or personal address are strictly prohibited.