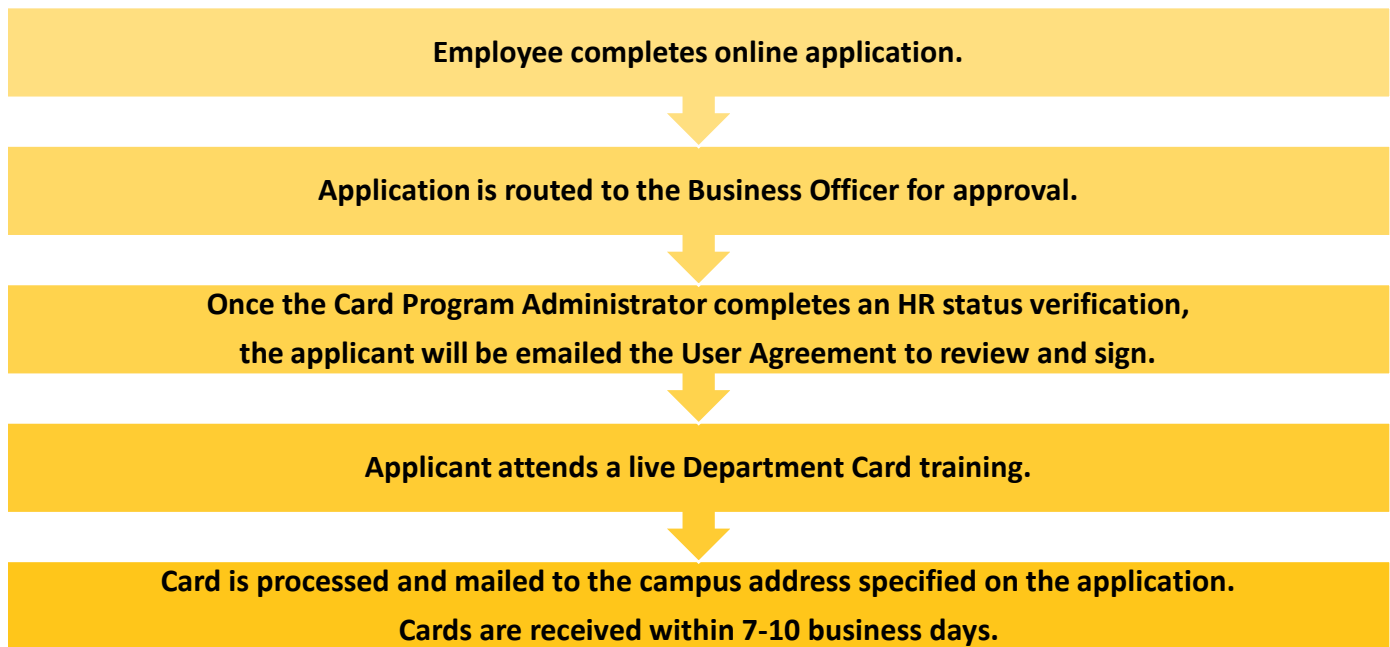


A Department Card is a university-issued card available for employees in Financial Manager, Financial Administrator, and Operations staff (Athletics only) positions. The Department Card is designed to allow for the purchase of both travel and non-travel business expenses. For information on card use, please reference the Department Card Guidelines.

To apply for a Department Card, an [online application](#) is available as part of the Account Request Manager (ARM) module in JP Morgan’s PaymentNet. This automates the card application, submission, approval, and fulfillment process. The online application allows applicants to easily enter personal information and route approvals. Once an application is approved and processed, PaymentNet can be used to check the card balance and review and dispute transactions.

The Department Card application process is as follows:



For any questions or issues during the application process, contact the Card Program Administrator for assistance.

**Contact:**  
**Card Program Administrator**  
*(8am-5pm CST, M-F)*  
 254-710-8637  
 Purchasing\_Card@baylor.edu

The screenshot shows the 'Department Card Application - One Card' form at Step 1: General Information. The form includes a progress bar with three steps: Step 1 (active), Step 2: Administrative Information, and Step 3: Cardholder Acknowledgement. A 'Cancel' button is on the left and a 'Next' button is on the right. The main content area contains instructions, a 'Required Fields' note, and 'Additional Instructions from your Organization'. Below this are several sections with input fields: 'Applicant Information' (Full First Name\*, Last Name\*, Date of Birth\*), 'Account Security' (Access Code 1\*, Access Code 2\*), 'Card Embossing' (First Name on Card\*, Middle Initial, Last Name on Card\*), and 'Contact Information' (Business Email Address\*, Business Phone Number\*).

**For Applicants:**

In **Step 1:** General Information, provide your name, address, contact information, and other details to ensure the security of your account.

- **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.
- **Access Code 1** — Enter the last 4 digits of your Baylor ID Number.
- **Access Code 2** — Enter a four digit alphanumeric identifier for security purposes.
- **First Name on Card, Middle Initial, and Last Name on Card** — Enter your first name, middle initial if applicable, and last name as you want them to appear on your card. The total cannot exceed 23 characters.
- **Business Email Address and Phone Number** — Enter your business email address and a phone number. These fields ensure appropriate servicing of your account by JP Morgan.
- **Cardholder Address (Card Delivery)** — Provide the campus address where your card will be delivered once your account is created.
- **Home Address** — Provide your home address. This is required to comply with JP Morgan’s OFAC requirements.

Click Next. You will be asked to verify all information before proceeding. If necessary, you may return to Step 1 to make edits and then continue with the application.

In **Step 2**: Administrative Information, you will provide departmental details and specify an approver for your application.

- **Department Name**— Provide your department name. If the full name cannot be entered due to character limitations, input an acronym or easily recognizable abbreviation.
- **Entity and Department**— These are optional dropdown fields for reporting purposes.
- **Card Controls**- Standard card limits are \$2,500 for a single transaction and \$30,000 for the cycle. Differing limits may be requested and require approval by the Business Officer and Card Program Administrator.
- **Approval**— Enter your [Business Officer](#)'s name and email address. Approvals can only be sent to @baylor.edu email accounts.
- **Comments**—Comments are optional and will be visible to all approvers who review your application.

Click Next. You will be asked to verify all information before proceeding. If necessary, you may return to Step 2 to make edits and then continue with the application.

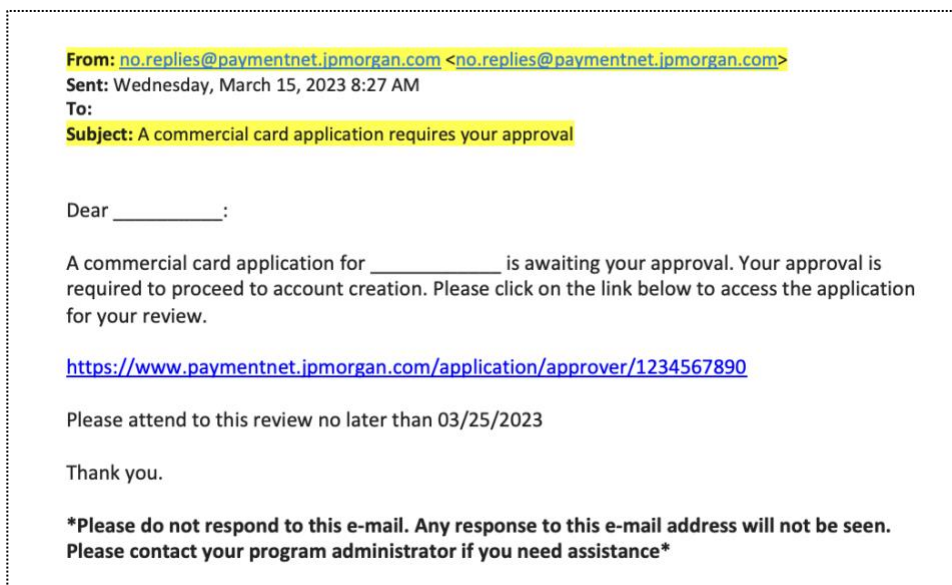
In **Step 3**: Cardholder Acknowledgement, you will be prompted to review and accept the JP Morgan Cardholder Acknowledgement. You must agree to the terms by selecting the check box. When your application is complete, click Submit.

After you complete Step 3, a screen confirming submission of your application will appear and you will receive a generic confirmation email from JP Morgan. As your application moves through the approval workflow, you will receive emails to alert you of its progress. These emails will have the following subject lines:

- **Application Approved** — Your application has been approved and now awaits final approval by the Card Program Administrator.
- **Card Account Processing** — The Card Program Administrator has completed the final approval step and processing of your card will begin.
- **Application Rejected** — Your application has been rejected by an approver for the reason stated in the email.

## For Approvers:

When an employee submits a card application, you will receive an email from JP Morgan containing a link to access the application. Click the link in the email, or copy and paste the link into a browser window. Sample email below:



Approvers will have access to view the applicant name, card delivery address, department name, entity and department codes, and card limits requested.

Once your review is complete, you can take one of the following actions:

- **Approve the application.** It is required that the [Business Officer](#) reviews and approves all card applications. You will see a message confirming your approval once submitted.
- **Reject the application.** Enter an explanation in the New Comment field and then click the Reject button. You will see a message confirming that the application has been rejected. If you do not add a comment, you will be prompted to do so with an alert message at the top of the screen. The applicant will receive an email notification and will need to reapply if a card is still desired.
- **Cancel your session and return at a later time to finish the approval process.** Reminders to approve the application will be sent every 3 days until action is taken.

New comments will be visible to subsequent approvers as applicable and the Card Program Administrator. After Business Officer approval, the application will route to the Card Program Administrator for review and processing.