



PURCHASING CARD CONTACT LIST

<u>CONTACT</u>	<u>PROVIDES CUSTOMER SERVICE FOR:</u>	<u>CONTACT INFORMATION</u>
P-Card Staff	<ul style="list-style-type: none"> ▪ P-Card user set up or changes (DPADs) ▪ Changes in default account numbers (DPADS) ▪ Changes in P-Card limits (DPADS) ▪ Functional issues with Works ▪ Declined purchases ▪ FAQs about program 	<ul style="list-style-type: none"> ▪ Phone: 212-851-2743 ▪ Email: pcard@columbia.edu ▪ Fax: 212-854-2699 ▪ P-Card website, http://procurement.columbia.edu/purchasing/p-card.html
P-Card Web Site	<ul style="list-style-type: none"> ▪ P-Card Policies & Procedures ▪ WORKS Training Manual ▪ P-Card Program Updates 	http://procurement.columbia.edu/purchasing/p-card.html
Bank of America	<ul style="list-style-type: none"> ▪ New card activation ▪ Lost or stolen cards ▪ Transaction disputes 	<ul style="list-style-type: none"> ▪ Bank of America Customer Service: 1-888-449-2273
Departmental P-Card Administrators (DPADs)	<ul style="list-style-type: none"> ▪ General questions on P-Card policy and procedures ▪ Request for food or preferred hotel vendor privileges ▪ Applications for new users ▪ Changes in Cardholder information or employment status 	<ul style="list-style-type: none"> ▪ Each department has its own P-Card Departmental Administrator (DPADs). ▪ List located on P-Card website at http://procurement.columbia.edu/purchasing/p-card.html
General Accounting	<ul style="list-style-type: none"> ▪ Changes in DAF authority 	<ul style="list-style-type: none"> ▪ Phone: 851-2084 ▪ Email: gp213@columbia.edu