

Who to Contact for Purchasing Card Support

Campuses may contact the Card/Program Administrator:

<i>Campus/Location</i>	<i>Card/Program Administrator</i>
<i>Bismarck State College</i>	<i>Kate Olson</i>
<i>Dakota College at Bottineau</i>	<i>Kara Bowen</i>
<i>Dickinson State University</i>	<i>Mark Lowe or Lynette Rambousek</i>
<i>Lake Region State College</i>	<i>Nicole Lundquist</i>
<i>Mayville State University</i>	<i>Cindy Ingebretson</i>
<i>Minot State University</i>	<i>Mindy Rudnick</i>
<i>North Dakota State College of Science</i>	<i>Kari Hasbargen</i>
<i>North Dakota State University</i>	<i>Kimberly Howard-Brasel</i>
<i>NDUS System Information Technology Services</i>	<i>Sharon Fangsrud or Brenda Keller</i>
<i>University of North Dakota</i>	<i>Janelle McGarry</i>
<i>Valley City State University</i>	<i>Derek Burchill</i>
<i>Williston State College</i>	<i>Casaea Wiley</i>

Campus Card/Program Administrators are responsible for the following:

- Requesting new purchasing cards for new cardholders.
- Requesting replacement cards for lost or stolen purchasing cards.
- Entering all new and replacement cardholder information into JP Morgan (Business Unit, Speedchart, and Account information.)
- Running the monthly purchasing card processes.
- Assisting re-allocators if monthly purchasing card transactions are not visible.
- Assisting re-allocators with reallocating monthly purchasing card transactions.
- Assist other Campus Card/Program Administrators within the same Central Bill Account with JP Morgan password resets and unlocking JP Morgan accounts after 3 unsuccessful logins.
- Contact the Office of Management and Budget to request assistance with the following:
 - o Request changes to Campus Central Bill Information.
 - o Request changes to the primary and backup Card/Program Administrators.
 - o JP Chase Morgan PaymentNet 4 slow processing issues.

Campus Card/Program Administrators may submit NDUS Help Desk tickets for the following:

The options to submit a NDUS Help Desk ticket are located at <http://helpdesk.ndus.edu/>

- How do I verify JP Morgan cardholder data prior to extracting the cardholder profile? (Verify Business Unit, Speedchart, and Account information.)
- How do I extract the cardholder profile information from JP Morgan and import into PeopleSoft?
- How do I extract the purchasing card transactions from JP Morgan and import the mapper file into PeopleSoft?
- How do I reallocate purchasing card transactions in PeopleSoft?
- How do I process the JPMorgan voucher in PeopleSoft?
- How do I reset JP Morgan passwords and unlock JP Morgan accounts after 3 unsuccessful logins?
- All other purchasing card related questions that are not addressed within this document.

Office of Management and Budget Reference and Contact Information for Campus Card/Program Administrators:

Website: <http://nd.gov/fiscal/pcard/>

Renaë Heller
Phone: 701.328.4936
rrheller@nd.gov

Doreen Schumacher
Phone: 701.328.2682
dmschumacher@nd.gov

Fax: 701.328.3230