

## Purchasing Card Administration Information

If you have any questions or concerns, we have a team of helpful resources to assist you.

### Your Purchasing Card Administration team consists of:

Name: Jeff Senkevich  
Title: Program Specialist 2  
PH: (509) 335-9527 [Direct]  
PH2: (509) 335-3541 [Dept.]  
Email1: [jeff.senkevich@wsu.edu](mailto:jeff.senkevich@wsu.edu) [Direct]  
Email2: [purchasing.card@wsu.edu](mailto:purchasing.card@wsu.edu) [Pcards]  
Email3: [purchasing.mail@wsu.edu](mailto:purchasing.mail@wsu.edu) [Dept.]  
Duties: Pcard inquiries, changes, applications, closures, trainings, and general questions.

Name: Patty Gropp  
Title: Associate Director  
PH: (509) 335-3582 [Direct]  
PH2: (509) 335-3541 [Dept.]  
Email1: [gropp@wsu.edu](mailto:gropp@wsu.edu) [Direct]  
Duties: Pcard Program supervision.

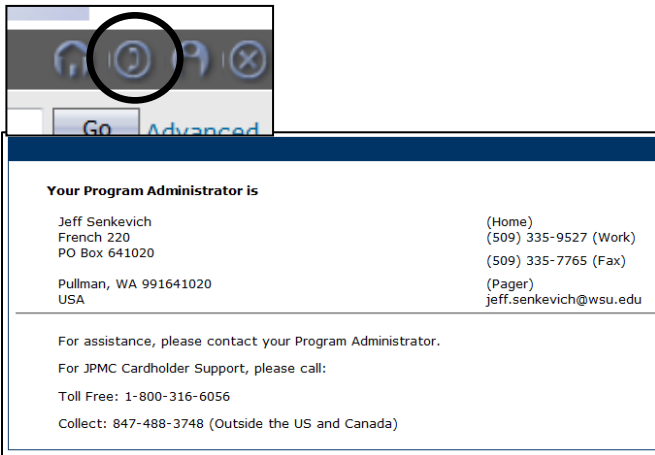
### Your Accounts Payable/Travel team consists of:

Name: Sean Dinius  
Title: Fiscal Analyst 1  
PH: (509) 335-2010 [Direct]  
PH2: (509) 335-2060 [Dept.]  
Email1: [sean\\_dinius@wsu.edu](mailto:sean_dinius@wsu.edu) [Direct]  
Duties: Purchasing Card Accounting.

Name: Gerik Kimble  
Title: Fiscal Manager  
PH: (509) 335-2041 [Direct]  
PH2: (509) 335-2060 [Dept.]  
Email1: [gerik\\_kimble@wsu.edu](mailto:gerik_kimble@wsu.edu) [Direct]  
Duties: AP Manager.

### NOTE: Contact Button

In PaymentNet 4 there is a quick reference button that will show you all of your Program Administrator information whenever you wish to view it. Just click on the icon in the top right corner. See below for an example.



### Bank Contact Information

- If you need to contact the bank for any reason (Such as: Fraud found, ADMIN not available, etc...) please call the following phone number: **800-270-7660**
- JPMC will prompt you to provide a call-in code in order to speak with them.
  - Please contact the WSU ADMIN to receive your call-in code.
- If asked for an address, all WSU Pcard users need to provide the billing address stated below:

**French 220**  
**PO Box 641020**  
**Pullman, WA 99164-1020**

**Helpful Links:**

- [Online Tutorial](#)
  - Goes to a WSU recorded video that will walk you through:
    - Logging-in
    - Verifying Account info
    - Reconciling Transactions (including splits)
    - Setting a default query
    - Help Guide info.
- [General Questions or having any troubles?](#)
  - To let us know of any questions or issues found, follow the link to a quick online tool to give us feedback.
- [WSU PaymentNet 4 Homepage](#)
  - For general info about PNet4
- [WSU Travel Homepage](#)
  - For info about PNet4 and the CTA Travel program
- [WSU PaymentNet 4 FAQ](#)
  - Frequently Asked Questions and answers about PNet4
- [PaymentNet 4 Tech Issues](#)
  - For any issues with your computer running PNet4, especially Java.