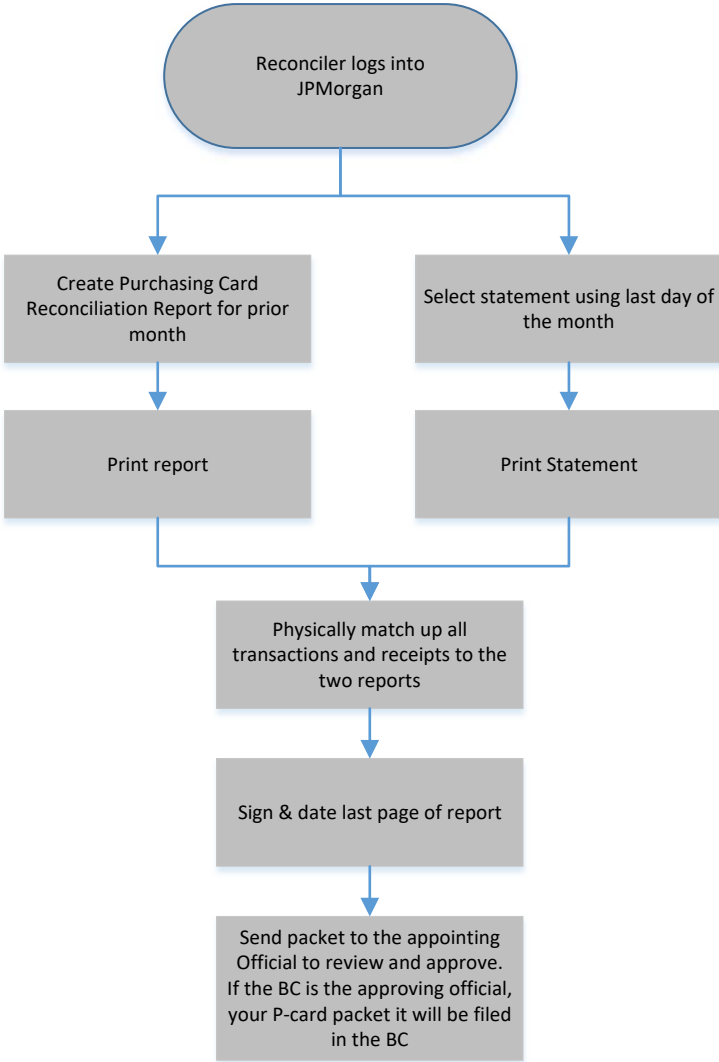


Purchasing Card Monthly Report & Packet Process

JPMorgan Website:
Payment.jpmorgan.com/

Reconcile will need
1. Org number
2. User ID
3. Password
To access the website



Packets are due to the Business Center by the 15th of the following month

Business Center
509.335.7635

Purchasing Website address
<http://business-center.cw.wsu.edu/purchasing/>

Business Center
purchasing.bc@wsu.edu