Department Operation Centers
Emergency Purchasing Card Instructions

This DOC emergency PCard should only be used in the event of an emergency as determined by the Emergency Operations Center (EOC) or this Department Operations Center (DOC).

This emergency PCard has a $15,000 single transaction limit and a $100,000 monthly spending limit.

Contact Stanford Purchasing Card Administration to request an increase of the single transaction or monthly spending limit (see below).

It is your responsibility to:

- only use this card for Stanford business purposes associated with the declared emergency;
- keep this card secure and if it is lost or stolen to immediately contact JPMorgan Chase and Stanford PCard Administration (see below)
- track the usage of this card
- obtain and retain receipts
- provide these receipts to PCard Administration upon request
- return PCard to EOC once the state of emergency has been lifted

Transactions related to this PCard will be verified and approved by authorized Payment Services staff.

Contact Information:

- **Stanford Purchasing Card Administration**
  Payment Services
  3145 Porter Drive
  Palo Alto, CA 94304, MC: 8440
  pcardadmin@stanford.edu

- **Financial Support Center**: 1-650-723-2772

- **Manager, Credit Card Program**: Elizabeth Ibrahem 1-650-736-0878 (work)
  eibrahem@stanford.edu

- **Director, Payment Services**: Michelle Thompson 1-650-723-0135 (work) / 1-650-690-1684 (cell)
  mgthomps@stanford.edu

- **Emergency Operations Center (EOC)**, located in the Faculty Club

- **Public Safety Building**, located on 711 Serra Street

- **JPMorgan Chase**
  Customer Assistance: 1-800-316-6056

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