Please ensure you have all the following documentation before reconciling your JPM Credit Card statement in Concur.

### Meals & Entertainment
- Detailed justification
- List of Attendees & relationship
- Itemized receipts
- Copy of event Flyer/Invitation

**Itemized receipts**
- Itemized receipt must include date, vendor's name, address, description of items, purchase price.

### Travel/Conference
- Purpose of travel
- Itinerary and dates of travel
- Copy of event Flyer/Invitation
- Itemized receipts

**Airplane tickets**
- The backup must include name of passengers, destinations, and dates of travel.

### Supplies/Services
- Itemized receipts
- Detailed Justification of purchase

**Shipment Address**
- All goods ordered must be shipped to a SBU Campus address. Deliveries to a home or personal address are strictly prohibited.

### DO NOT use your card for:
- Personal Use
- ATM Transactions
- Cash Advances
- Charitable Donations
- Consulting/Prof Services
- Gift certificates
- Hazardous/Radioactive Chemicals
- Live Animals
- Medical Provider Services
- Any Services
- Rents & Leases
- Equipment Value >$2,000
  - $5,000 “per-transaction “limit
  - $15,000 monthly limit
- Split ordering to make
- Multiple payments is **PROHIBITED**
- Do not lend your card or disclose your account number to anyone.
- You must present the SBF Tax Exempt Certificate for all your NYS purchases.