Keep Your PCard Safe During the Holidays
The holidays are a prime target for credit card scammers due to the sheer number of consumers using their credit card to make purchases. Scammers are ready and waiting to take advantage of the increased use and are on the lookout to steal credit card information. It’s always important to keep your card information safe, but it’s especially important to keep it safe during the holiday season.

To avoid becoming a victim:
- Check your card statements for unfamiliar transactions.
- Be sure to get your card back when you use it for purchases.
- Also be sure you can see your card at all times when it's being used for a transaction.
- If you’re shopping online, be sure the website you’re visiting is secure (indicated by https://) before you enter your card number.
- Never give your credit card account number to anyone you don't know over the computer or the phone.
- Know where your cards are at all times, and never leave your wallet or purse unattended— even for a minute.

Fraudulent Transactions
When cardholders become aware of fraudulent activity they should contact Tiffany Wells immediately. The card will be closed and a replacement issued and mailed to the cardholder in 5-7 business days. The cardholder and the Procurement Office will work together to complete and send the dispute form to PNC Bank. Cardholders should allocate the fraudulent charge and corresponding credits to their department supply budget. A credit for the fraudulent charge will post in ActivePay 15-30 days after a dispute is filed.

Timely Documentation
Cardholders must turn their statement and receipts in to their supervisor/statement approver in a timely manner. Review of PCard documentation by the cardholder and statement approver helps to identify errors that need to be corrected and/or disputed. Disputes must be resolved within 30 days of the transaction date to ensure a credit from PNC Bank.

PCard Forms and Resources
For more PCard information and forms, visit the PCard website http://www.etown.edu/offices/campus-services/procurement/pcards.aspx

Important Reminders
- PCards cannot be used at the College Bookstore.

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