To: JP Morgan Procurement Cardholders

From: Eric A. Christian
Procurement Card Administrator

Subject: Travel related transactions

Date: March 2, 2011

It has been brought to my attention that a number of cardholders are not providing Travel Authorization (TA) numbers when allocating charges for travel related purchases. Please be reminded that you must provide a TA number for any the following types of purchases:

- Airline tickets (including Seaborne Airlines, Cape Air, Sea Flight)
- Hotel accommodations
- Ground transportation (Car rentals, taxi/limousine type purchases)
- Conference registration fees
- Baggage Fees

The continued failure to provide that information when allocating charges results in delays in processing that have become unacceptable. Therefore, as of the February billing period (beginning March 5), cardholders who do not provide this information will have their procurement card privileges suspended for one month. No exceptions will be granted.

For the procurement card program to work effectively, every cardholder must fulfill their responsibility. Please contact me should you have question about this matter.