

Credit Card Program Email address and Administrator Phone Numbers

Credit Card program webpage: <http://www.brynmawr.edu/controller/facstaff.html#CreditCard>

Email Address for ALL questions: bmc_creditcard@brynmawr.edu

New Credit Cards

(applying for a new credit card, completing online credit card application or training)

Mary Ellen Gardner	Accounts Payable Coordinator	610-526-5258
Annemarie Thompson	Assistant Controller	610-526-5262 (back up)

Allocators Security Account Access

Annemarie Thompson	Assistant Controller	610-526-5262
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Rejected Transactions

Mary Ellen Gardner	Accounts Payable Coordinator	610-526-5258
Annemarie Thompson	Assistant Controller	610-526-5262 (back up)

To Report Credit Card Lost or Stolen

Bank of America	Call immediately	888-449-2273
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Then email bmc_creditcard@brynmawr.edu to notify us that you have reported your card lost/stolen

Questions about Credit Cards that were already Reported Lost or Stolen

Annemarie Thompson	Assistant Controller	610-526-5262
Mary Ellen Gardner	Accounts Payable Coordinator	610-526-5258 (back up)

General Questions (not covered above)

Annemarie Thompson	Assistant Controller	610-526-5262
Mary Ellen Gardner	Accounts Payable Coordinator	610-526-5258 (back up)
Betsy Stewart	Controller	610-526-5632 (back up)