

Steps for Obtaining Your P-Card

- 1) All employees must first complete the *P-Card Application*. The following signatures will be required.
 - a. University employee
 - b. P-Card Approver
 - c. Department Head-if different from Approver
 - d. Division VP, or University Provost
 - e. VP for Business and Finance
- 2) The form should be forwarded to the Office of Business and Finance, CAB 103.
- 3) The Office of Business and Finance will order the card upon receiving the completed application.
- 4) Procurement Services will receive the card directly from the bank and notify the cardholder.
- 5) Procurement Services will then schedule training with the cardholder and the approver (if this is a new approver).
- 6) The cardholder is required to contact the card company to activate their assigned card.

The application and other supporting documentation will be retained by the University for review and audit purposes.