

Steps for Obtaining Your PCard

****PCards will only be issued to full-time and part-time benefited employees.**

- 1) All employees must first print and complete the *PCard Application*.
- 2) Route the application for signatures either by saving and routing a pdf of the completed application via email, or send the paper copy by campus mail. The following approval signatures are required in the order listed below.
 - 1) University employee applicant
 - 2) PCard Approver
 - 3) Department Head-if different from Approver
 - 4) University Provost c/o: Becky Cole - *Academic department requests only*
 - 5) Division Vice President – *Administrative area requests only*
 - 6) PCard Compliance – CAB 103
- 3) The PCard Compliance Office will review the application, and then forward the application to the VP of Business and Finance for final approval.
- 4) The PCard Compliance Office will order the card from the issuing bank, and a notification confirming the card order will be emailed to the cardholder and approver.
- 5) The issuing bank will send the card directly to the Procurement Services Office. Once the Procurement Office receives the card, Procurement will notify the cardholder.
- 6) Procurement Services will schedule the required in-person training for the cardholder and the approver (new approvers only).
- 7) Upon completion of cardholder training, the employee will receive the new PCard.
- 8) The cardholder is required to contact the card company to activate the new PCard.

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