Five Steps for Obtaining Your P-Card

1) All employees must first complete the *P-Card Application*. The following signatures are all required.
   i) University Employee
   ii) P-Card Approver
   iii) Department Head – if different from Approver
   iv) Division VP, or University Provost
   v) Senior VP

2) The Office of Business and Finance will order the card upon receiving the completed application.

3) Procurement Services will receive the card directly from the bank and notify the cardholder.

4) The cardholder, reconciler (if someone other than cardholder), and the cardholder’s approver must attend an initial P-Card training session and have the *Initial Training Form* signed and dated by the trainer. The cardholder and approver will each sign agreement forms once initial training is completed.

5) 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.*