

Applying for a P-Card:

Go to the “Purchasing” tab on the Dashboard

Click on and select “New P-Card Request”

Much of the Cardholder Information will automatically populate. Review it for accuracy, and make changes as necessary. Required information is denoted by an asterisk (*).

- In the “CARDHOLDER INFORMATION” section, enter the Primary Organization (ORGN #) that the P-Card will default charges to by typing its name or number in the box and selecting it from the drop-down menu. The Financial Manager of the Org will auto-populate.
- Verify that your residency information and date of birth are correct and make changes as necessary.
- In the “SECURITY PASSWORDS” section, verify that the last 4 digits of your Social Security Number are correct; type your Mother’s Maiden Name in the field.

Choose your Cardholder Access Level for PaymentNet. You may choose more than one level of access.

PAYMENTNET INFORMATION: Cardholder Access Level (Check all that apply)	
<input checked="" type="checkbox"/>	Cardholder access (can review and edit only own transactions)
<input type="checkbox"/>	Transaction Approver access (can review and approve transactions within the cardholder's department)
<input type="checkbox"/>	Manager access (can review and edit all transactions, and manage employees, within the cardholder's department)
<input type="checkbox"/>	Division access (can view and edit and approve transactions, and manage employees, within the cardholder's department and all departments beneath their department within the same division)

Complete the Conflict of Interest Disclosure by answering Yes or No to each statement. If you answer “Yes” to Statement #4, please provide a description in the Comments field directly below.

Click the button.

You may add additional Organization Numbers for reassignment of P-Card expenses in PaymentNet by typing its name or number in the FOAPAL box, selecting it from the drop-down menu, and then clicking the “Add” button. Only Organizations belonging to the Financial Manager of the Primary ORGN # can be selected. If you require reassignment of P-Card expenses to other Organizations you may request them *after completing this application* via the View/Change FAAQS Access process on the Finance tab of the Business Affairs Dashboard.

Organization	Financial Manager	
120000-VPAA OPERATIONS	Jay Gatrell	
FOAPAL : <input type="text"/>	<-- Start typing FOAP or Description	<input type="button" value="Add"/>
*** You can search and Add more FOAPAL either by FOAP # or FOAP description.		

Click the button to complete and submit your P-Card application.

The application will appear for your review. To submit your application, review the statement at the bottom of the page, click the checkbox, and then the “Submit” button.

<input type="checkbox"/>	I (Jennifer L. Smith), certify that the information contained in this document is true and complete to the best of my knowledge and hereby I submit my P-Card application for approval.	<input type="button" value="Submit"/>
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You can check the status of your P-Card application at the Business Office Applications Dashboard.