Steps to Apply for a PCard

1. **1.** Contact Zabrina Drake (zdrake@gsu.edu) to obtain the P-Card Background Check initiation form to have a criminal and financial background check performed. This takes approx. 4-5 days. HR will notify Purchasing regarding the applicant's eligibility to receive a PCard.

2. **2.** Fill out the P-Card application and Cardholder and Approvers Contact Information form (available on the Purchasing and Business Services webpage), then submit this to Zabrina Drake (zdrake@gsu.edu) after signatures are acquired. Purchasing will acquire the Senior VP of Finance and Administration's signature after all steps are complete.

3. **3.** Contact Purchasing to gain access to the online training in iCollege for the applicant **and** their approvers. Please send an email to pcards@gsu.edu with the subject "Request to add for PCard Training." Every person must score at least 80% on the quiz.

4. **4.** In addition to the cardholder navigating through the online training, the **cardholder's approvers** also need to complete the PCard training. The training must be completed every year. All of the forms and information can be found on the Business Services website.

When all of these steps have been completed and Purchasing has received all necessary paperwork, your PCard request will be submitted. Once the request has been submitted, your card will usually arrive within 3-5 business days. A P-Card Administrator will email you when your card arrives and let you know that your card is ready to be picked up.

***Note**: It is the applicant's responsibility to check on the status of the PCard application after all steps have been completed.

Purchasing Address:
One Park Place, Suite 901
P.O. Box 4016
Atlanta, GA 30315

If you have any questions feel free to contact Zabrina Drake at 404-413-3155, zdrake@gsu.edu or Sonia Tharpe at 404-413-3166, stharpe1@gsu.edu.