

## Steps to Apply for a PCard

**\*Note:** These steps can be completed in any order.

- 1.** Contact Human Resources and fill out a consent form to have a criminal background check run and a financial report. This takes approx. 4-5 days. HR will notify Purchasing regarding the applicant's eligibility to receive a PCard.
- 2.** Fill out the PCard application and Ethical Agreement form and submit this to Purchasing (address below) once all signatures are secured.
- 3.** Contact Purchasing so that we can give the applicant **and** their approver access to the online PCard training via Desire2Learn/Brightspace. Please send an email to Zabrina Drake or Leon Frazier with the subject "Request to add for PCard Training." Navigate through the online PCard training at <https://gsu.view.usg.edu/>. Then complete the quiz following the Powerpoint training. Every person must score at least 80% on the quiz.
- 4.** In addition to the cardholder navigating through the online training, the **cardholder's approvers (both)** must also complete the PCard training. It is the cardholder's responsibility to inform their approvers must 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 at <http://www.gsu.edu/accounting/purchasing-forms.html>.

Once all of these steps have been completed and Purchasing has received all necessary paperwork, your PCard request will be forwarded to the Senior VP of Finance & Administration for approval. After the application has been approved, the application will be submitted and the card should arrive within 3-5 business days. The PCard Administrators will email you once 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 ([zdrake@gsu.edu](mailto:zdrake@gsu.edu)) or Leon Frazier ([lfrazier10@gsu.edu](mailto:lfrazier10@gsu.edu)).