



Requesting a P-Card Cancellation, Suspension, or Reinstatement

Overview

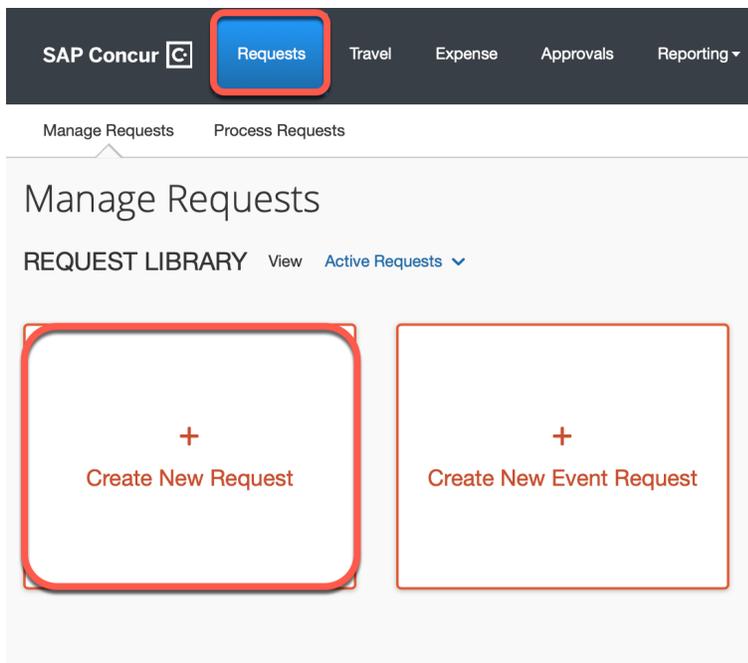
A P-Card may need to be canceled when an employee leaves the University or transfers across budget centers. A P-Card may need to be suspended when an employee is going to be out on leave to ensure the card is not used in their absence. Reinstatement can be requested when a P-Card has been suspended and is ready to be used.

Step One:

Log into concur.app.clemson.edu

Step Two:

Navigate to the **Request** tab and click **Create New Request**.



Step Three:

Fill in all required boxes.

1. **Request Type:** University Card Services Request
2. **Card Request Description:** State what type of change you need
3. **University Card Request Type:** #3 Cancel/Suspend/Reinstate
4. **User Type:** Select either CU or CUF employee
5. **Business Unit, Department, Fund, Project/Grant:** Enter the default chartfield string for your department.

Click **Create Request**.

Step Four:
Click **Add**

Step Five:
Select either #5 **Card Cancel/Close** or #6 **Card Reinstate/Suspend** from the expected expense drop down list.

Add Expected Expense ✕

Search for an expense type

▼ **99. Card Request Types**

1. New Card Request
2. Card Name Change
3. Card Limit Change
4. Work Address Change
5. Card Cancel / Close
6. Card Reinstate / Suspend
7. Individual PCard Liaison Change
8. Departmental PCard Liaison Change

Step Six:

Complete all required fields marked with a red asterisk.

Once all fields have been completed click **Save**.

Step Seven:

Click **Submit Request**.

Note: Yellow Alerts are not errors, they are helpful tips for your awareness.

Step Eight:

Once a your P-Card request has been submitted it will go to the Supervisor and then to the Card Administrator. You can check the status of your request by clicking **Request Details > Request Timeline**.

Please allow 2 business days for the Card Administrator to approve the request.