Requesting a New P-Card

Overview

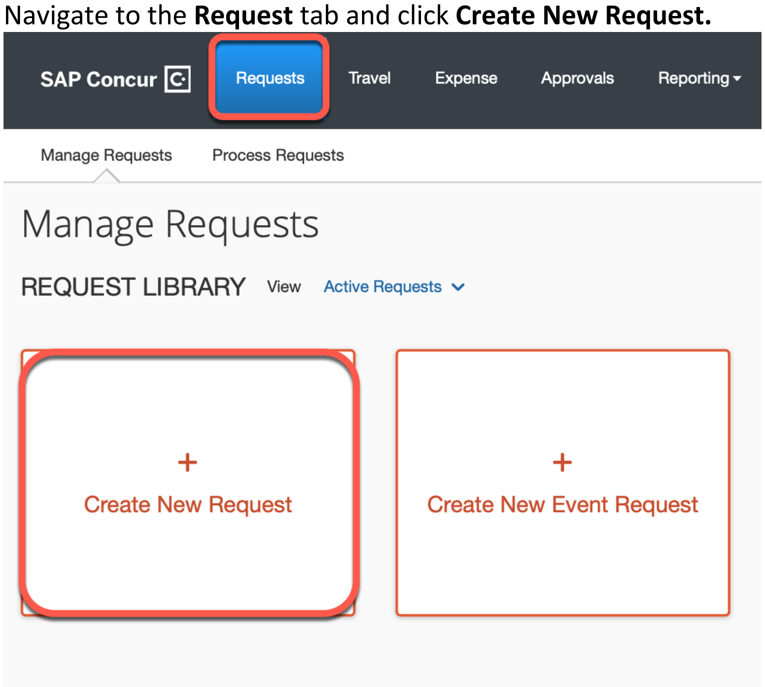
The Purchasing Card is a Visa credit card issued by Bank of America. Purchases must follow the State and University purchasing regulations and the card is to be used only for official University purchases. Employees are eligible to be a P-Card holder if they are a permanent, part-time, or full-time employee of the University. For more information on the P-Card and P-Card policies, visit our new travel site.

Step One:

Log into concur.app.clemson.edu

Step Two:

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

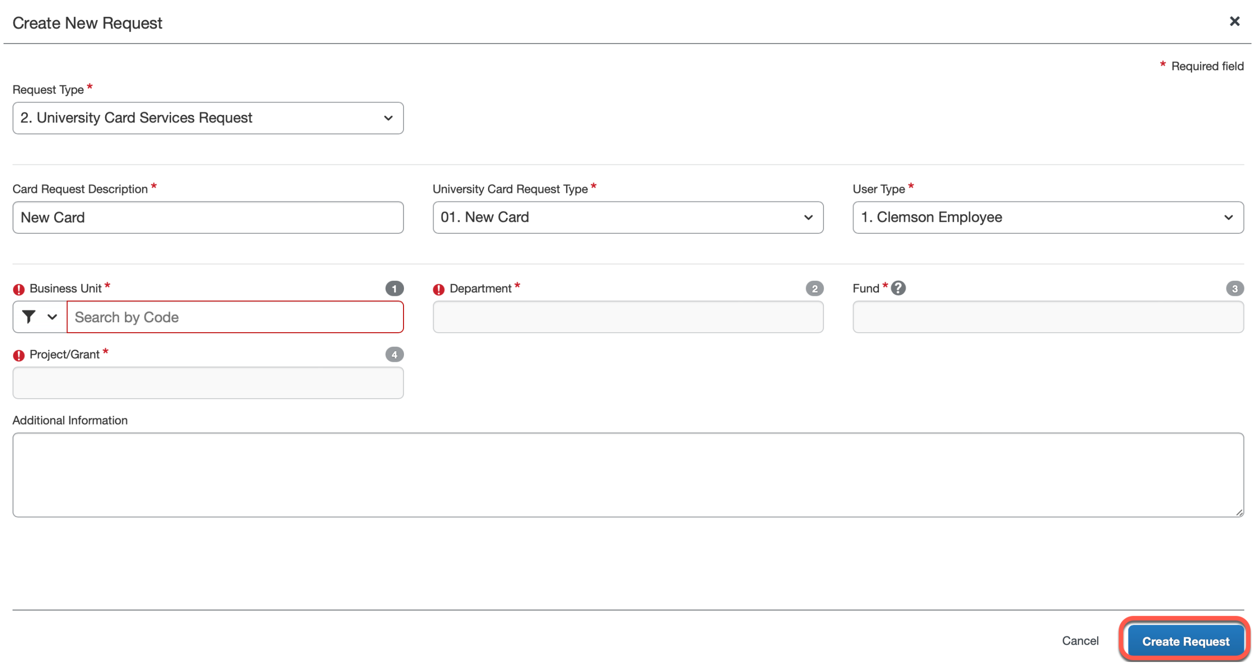


Step Three:

Fill in all required boxes.

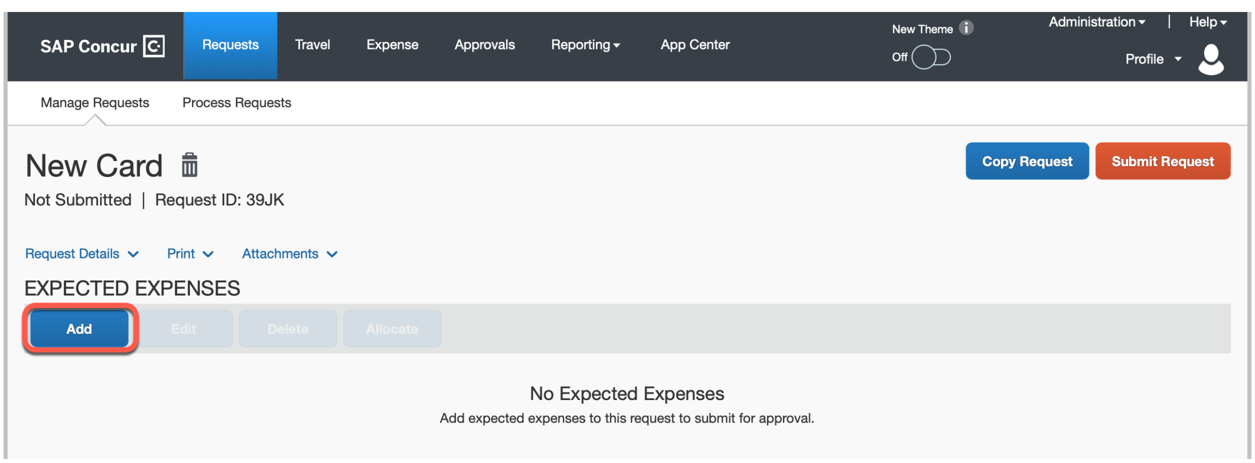
1. **Request Type**: University Card Services Request
2. **Card Request Description**: “New Card”
3. **University Card Request Type**: #1 New Card
4. **User Type**: Select either CU or CUF employee
5. **Business Unit, Department, Fund, Project/Grant**: Enter the default chartfield string for your department.

Click **Create Request**.

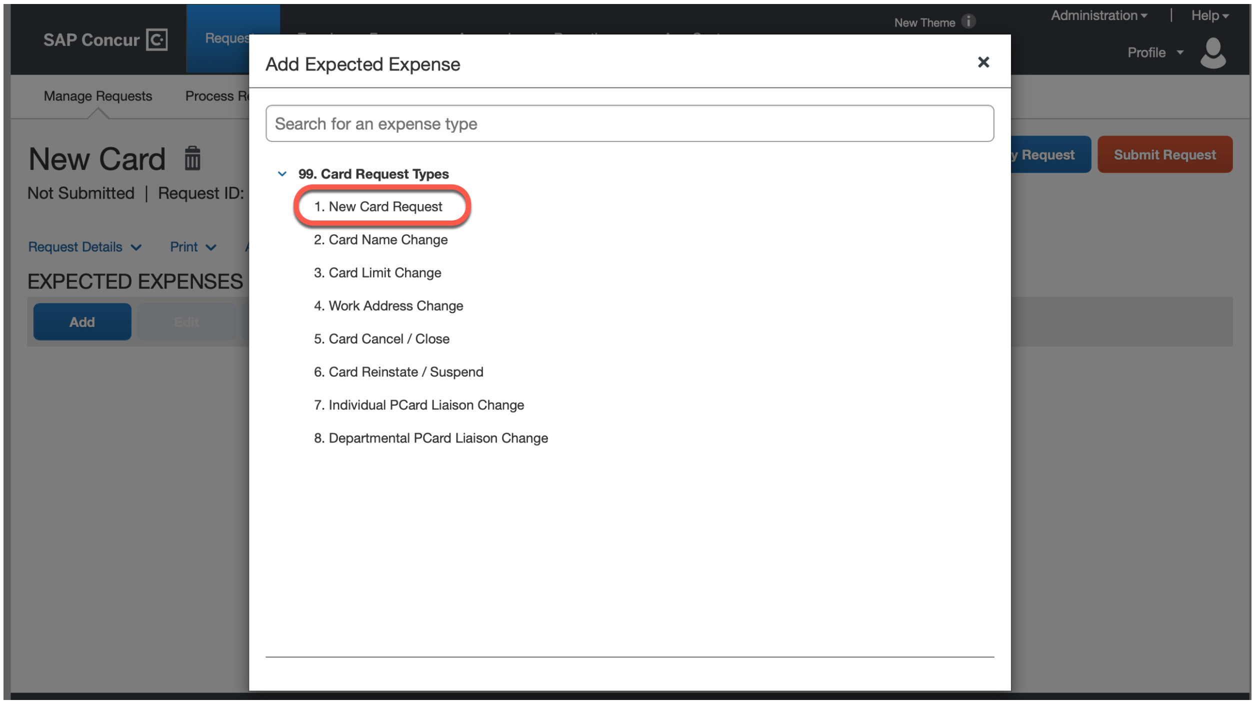


Step Four:

Click **Add**

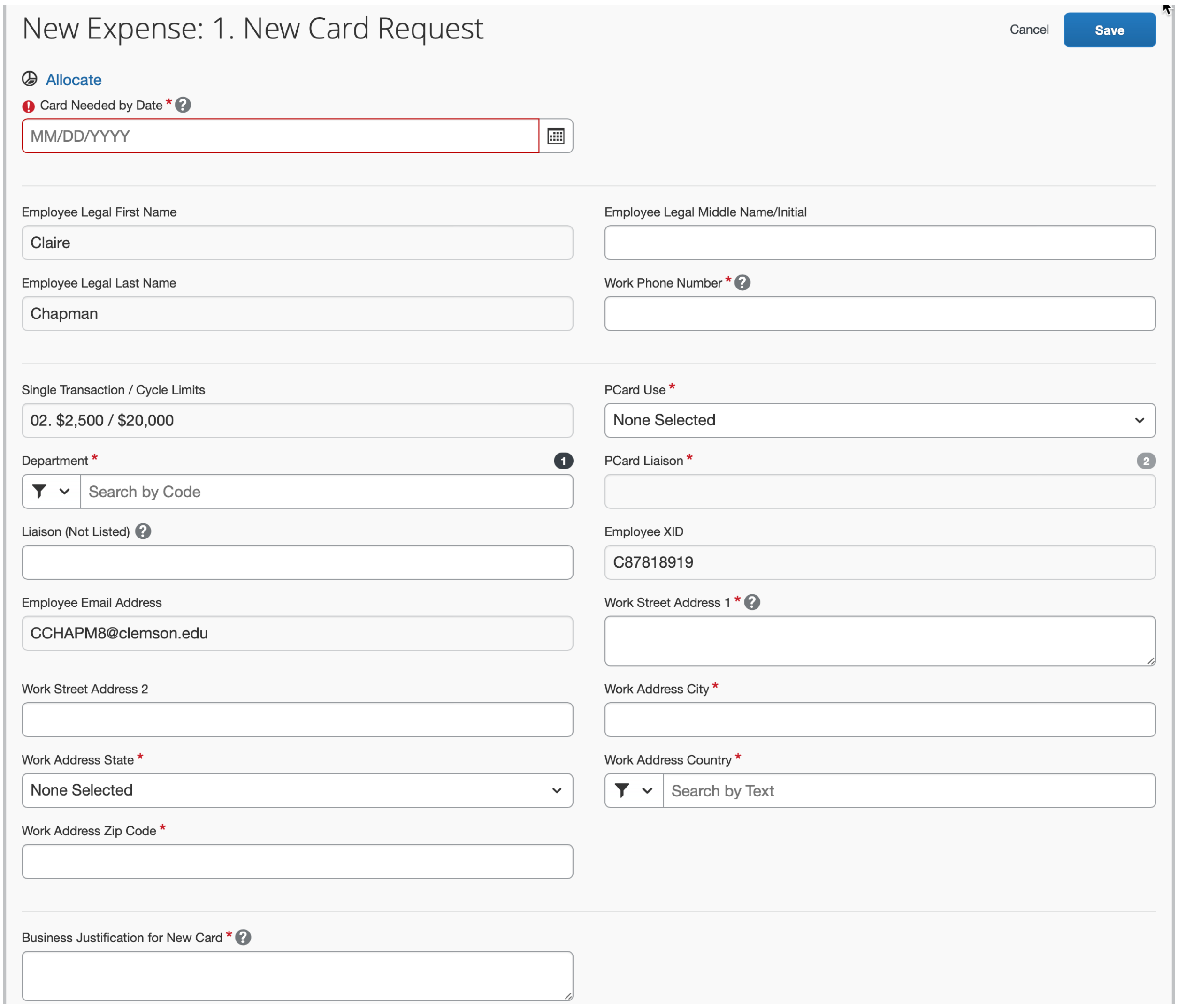


Step Five:
Select #1 **New Card Request** from the expected expense drop down list.



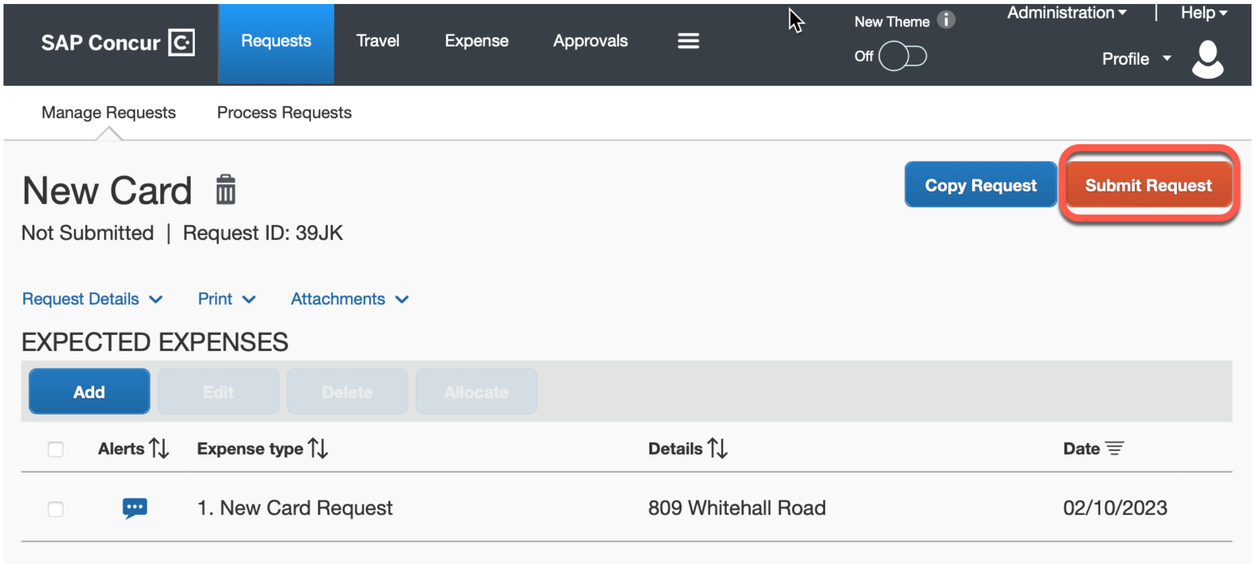
Step Six:
Complete all required fields marked with a red asterisk.

1. **Card Needed by Date**: This is the date that you would ideally like to begin using the card. Please note: Cards normally take 7-10 business days to arrive once the report receives its final approval in Concur.
2. **Work Phone Number**: Enter your Clemson phone number.
3. **P-Card Use**: Choose the option that will match with most of your expected purchases.
4. **Department**: Enter the department number that you will be purchasing for/in.
5. **P-Card Liaison**: Click the text box to see what liaisons are assigned to the department you chose. If your desired liaison is not listed, please click **Liaison Missing** and then list their name or employee ID in **the Liaison (Not Listed)** text box.
6. **Work Street Address**: Enter the work address where your card needs to be delivered. Note: Double-check the address for accuracy. **Cards cannot be shipped to a home address.**
7. **Business Justification for New Card**: Enter a comment as to why you are seeking a new p-card.



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

Step Seven:
Click **Submit Request**.



Step Eight:
Once a new card request has been submitted it will follow the following workflow: Supervisor > Business Officer > Card Administrator. You can check the status of your request by clicking Request Details > Request Timeline. <u>Please allow 2 business days for the Card Administrator to approve the request.</u>