



Requesting a New P-Card

Overview

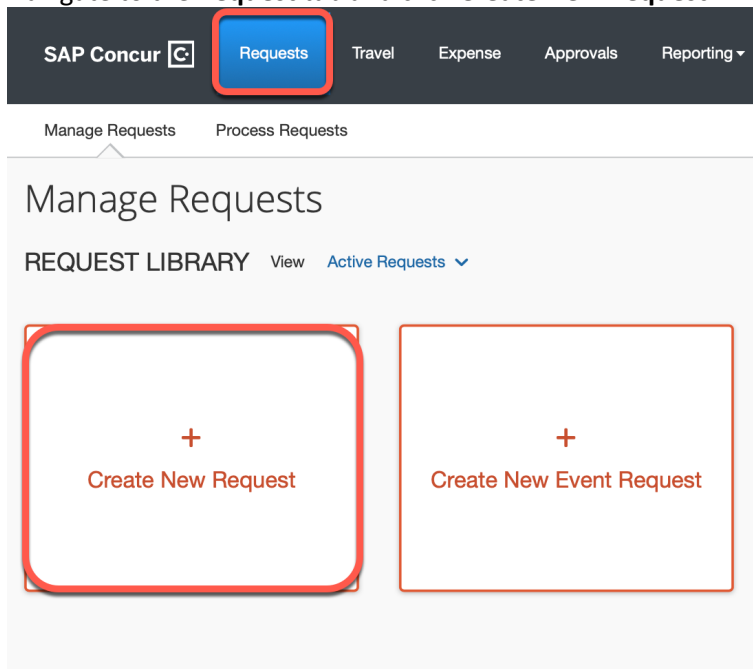
The Purchasing Card is a Visa credit card issued by Bank of America. Purchases must follow the State and University purchasing regulations and the card is to be used only for official University purchases. Employees are eligible to be a P-Card holder if they are a permanent, part-time, or full-time employee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

Create New Request x

* Required field

Request Type *

Card Request Description * University Card Request Type * User Type *

Business Unit * 1 Department * 2 Fund * 3

Project/Grant * 4

Additional Information

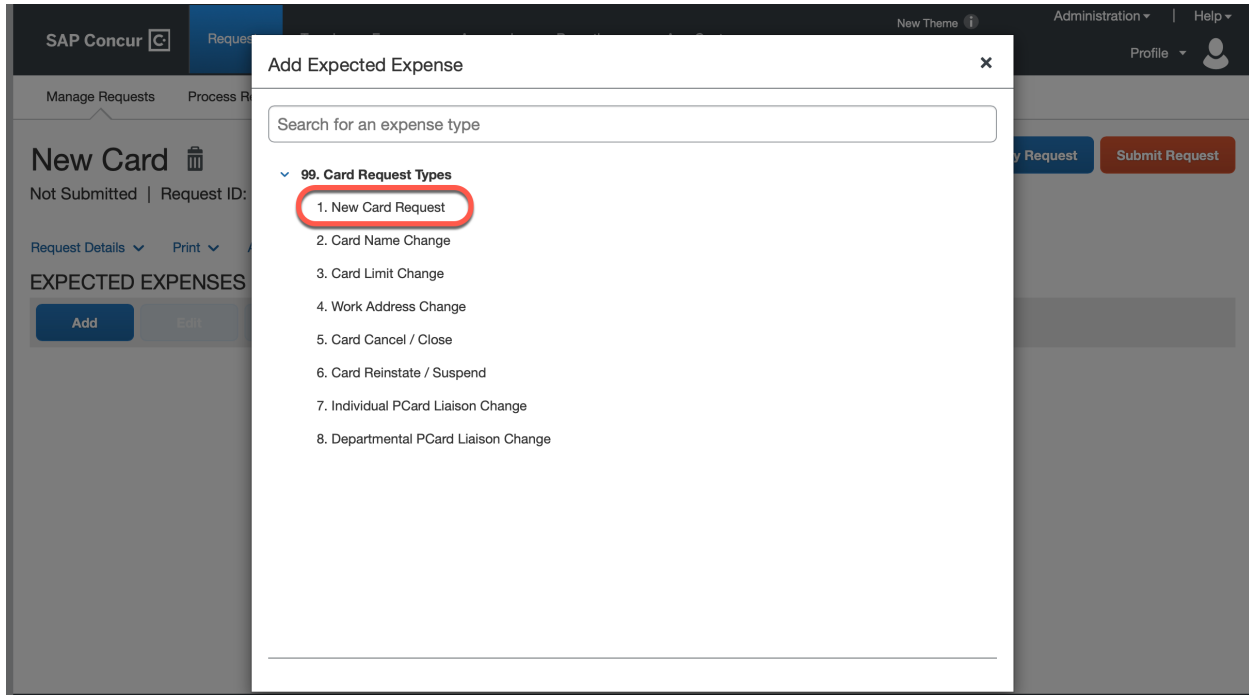
Cancel **Create Request**

Step Four: Click Add

The screenshot shows the SAP Concur interface for a 'New Card' request. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main content area shows the request details for 'New Card' (Request ID: 39JK) and a section for 'EXPECTED EXPENSES' with an 'Add' button highlighted in a red box. Below this, a message states 'No Expected Expenses' and 'Add expected expenses to this request to submit for approval.'

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.

New Expense: 1. New Card Request

Cancel

Save

Allocate

Card Needed by Date *

MM/DD/YYYY



Employee Legal First Name

Claire

Employee Legal Middle Name/Initial

Employee Legal Last Name

Chapman

Work Phone Number *

Single Transaction / Cycle Limits

02. \$2,500 / \$20,000

PCard Use *

None Selected

Department *

Search by Code

PCard Liaison *

Liaison (Not Listed)

Employee XID

C87818919

Employee Email Address

CCHAPM8@clemsn.edu

Work Street Address 1 *

Work Street Address 2

Work Address City *

Work Address State *

None Selected

Work Address Country *

Search by Text

Work Address Zip Code *

Business Justification for New Card *

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

Step Seven:
Click **Submit Request**.

The screenshot shows the SAP Concur interface for a 'New Card' request. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', and 'Approvals'. The 'Requests' tab is active. On the right, there are links for 'New Theme', 'Administration', and 'Help', along with a profile icon. Below the navigation, there are tabs for 'Manage Requests' and 'Process Requests'. The main content area displays 'New Card' with a trash icon, 'Not Submitted | Request ID: 39JK', and two buttons: 'Copy Request' and 'Submit Request'. The 'Submit Request' button is highlighted with a red border. Below this, there are dropdown menus for 'Request Details', 'Print', and 'Attachments'. The section is titled 'EXPECTED EXPENSES' and contains a table with columns for 'Alerts', 'Expense type', 'Details', and 'Date'. A single row is visible with the following data: '1. New Card Request', '809 Whitehall Road', and '02/10/2023'.

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

This screenshot is similar to the previous one, but the 'Request Details' dropdown menu is open, showing options: 'Request', 'Edit Request Header', 'Request Timeline', and 'Audit Trail'. The 'Request Timeline' option is highlighted with a red border. The rest of the page content, including the 'Submit Request' button and the 'EXPECTED EXPENSES' table, remains the same as in the previous screenshot.