

An orange arrow pointing to the right, containing the date "4/12/2022".

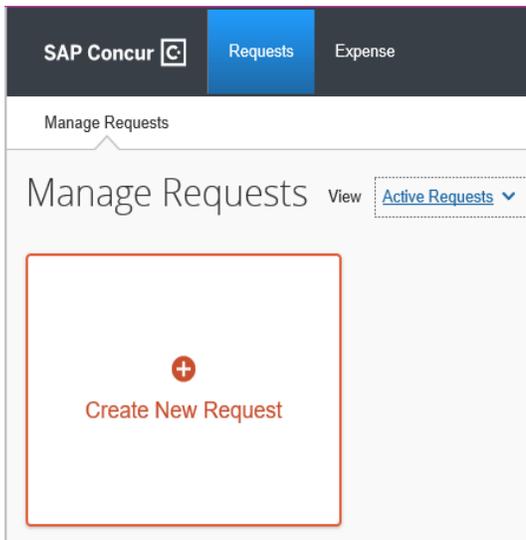
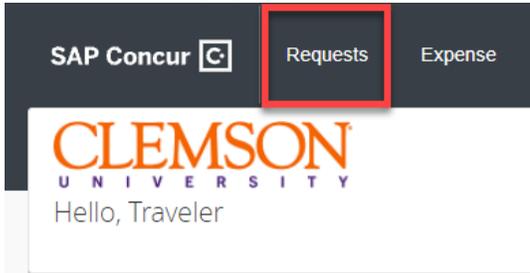
4/12/2022

Creating and Submitting a Request – Need a New P Card

Creating and Submitting a Request – Need a New P Card

In this example, a CU University Card Services Request will be submitted for a new P Card.

1. From the Home page, click **Request** and then click **Create New Request**.



2. Upon clicking **Create New Request**, in the **Request Type** Header you will select **CU University Card Services Request**.

Create New Request

Request Type *

*CU University Card Services Request	▼
*CU Non-Travel Supplier	
*CU Travel	
*CU University Card Services Request	

- Upon clicking **CU University Card Services Request**, you will then be prompted to fill out information about the **Card Request Description, Card Request Date, University Card Service Type, User Type, Business Unit, Department, and Fund**. You also will have the option to fill in **Project/Grant** and provide a Comment about the P Card Request.

Note: Under **University Card Service Type**, you will have the option to select **New Card, Change to Existing Card** or **Cancel/Suspend/Reinstate**. For this example, we are going to select a **New Card**.

- Upon filling out the required **Request Headers**, click **Create Request** in the bottom right corner.

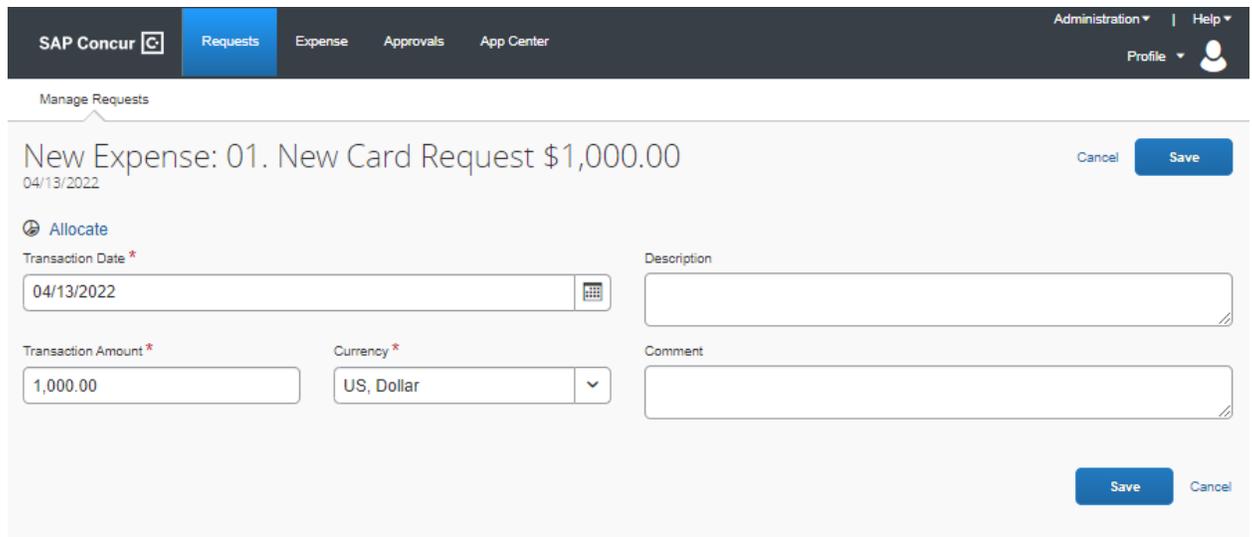


- Upon clicking **Create Request**, you will then be able to add Expected Expenses.

6. Click **Add** under Expected Expenses.
7. You will notice five (5) options to select.



8. For this example, we will select **New Card Request**.
9. Upon clicking **New Card Request**, you will be prompted to fill out a Transaction amount that you wish to add to the New P Card.



10. Once you have filled out all the required fields, click **Save** in the bottom right corner.



11. You will then see the **Estimated Total** for the Expense Type for the New P Card.

Manage Requests

Need a New P Card \$1,000.00  Copy Request Submit Request

Not Submitted | Request ID: 33R4

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Allocate Delete

<input type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>	01. New Card Request		04/13/2022	\$1,000.00	\$1,000.00

Estimated Total: \$1,000.00

12. Click **Submit Request**, in the top right corner.

13. You will now see on your **Manage Requests** page and under **Request Library** that the **New P Card Request** has been submitted and is pending Supervisor Approval.

Manage Requests

Manage Requests

REQUEST LIBRARY View Active Requests

+

Create New Request

SUBMITTED 04/13/2022

Need a New P Card

\$1,000.00

Submitted & Pending Supervisor Approval
Approver, Supervisor

APPROVED 02/13/2022

Field Research

\$4,322.00

Approved

SUBMITTED 12/12/2021

Teaching Conference

\$1,095.60

Submitted & Pending Supervisor Approval
Approver, Supervisor

Note: While the **New P Card Request** is submitted, you will be able to click on the submission to perform such actions as the following: **Recall**, **Cancel Request**, **Copy Request**. This will allow you to make changes to the request after submission.

14. The **New P Card Request** has now entered workflow and will route for approvals.