Creating and Submitting a Request – Need a New P Card
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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.
3. 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**.

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

5. 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.
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.

**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.