

Steps to Apply for a PCard

***Note:** These steps can be completed in any order.

- 1.** Contact Human Resources and fill out a consent form to have a criminal background check run and a financial report. This takes approx. 4-5 days. HR will notify Purchasing regarding the applicant's eligibility to receive a PCard.
- 2.** Fill out the PCard application at [GSU PCard Application](#) and submit this to Purchasing (address below) once all signatures are secured.
- 3.** Contact Purchasing so that we can give the applicant **and** their approver access to the online PCard training via Desire2Learn/Brightspace. Please send an email to Zabrina Drake, Korita Slaton, or Leon Frazier with the subject "Request to add for PCard Training." Navigate through the online PCard training at <https://gsu.view.usg.edu/>. Then complete the quiz following the Powerpoint training. Every person must score at least 80% on the quiz.
- 4.** In addition to the cardholder navigating through the online training, the **cardholder's approver** also needs to complete the PCard training. The training must be completed every year. All of the forms and information can be found on the Business Services website at <http://www.gsu.edu/accounting/purchasing-forms.html>.

Once all of these steps have been completed and Purchasing has received all necessary paperwork, your PCard request will be forwarded to the Senior VP of Finance & Administration for approval. After the application has been approved, the application will be submitted and the card should arrive within 3-5 business days. The PCard Administrators will email you once your card arrives and let you know that your card is ready to be picked up.

***Note:** It is the applicant's responsibility to check on the status of the PCard application after all steps have been completed.

Purchasing Address:
One Park Place, Suite 901
P.O. Box 4016
Atlanta, GA 30315

If you have any questions feel free to contact Zabrina Drake (zdrake@gsu.edu), Korita Slaton (kslaton1@gsu.edu) or Leon Frazier (lfrazier10@gsu.edu).