P-CARD PROCESS OVERVIEW

NEW P-CARD REQUEST
Check "NEW REQUEST" option
Fill in "DEPT. INFORMATION"
Fill in "CARD HOLDER INFO."

CARD HOLDER
REVIEWS AGREEMENT
SUBMIT BACKGROUND INFORMATION ** & SIGNS

CBA/DBA SIGNS

HR DEPT.
Will verify background information submitted by cardholder

PROCUREMENT DEPT. SIGNS

TERMINATION
Check "TERMINATION" option
Fill in "DEPT. INFORMATION"
Fill in "CARD HOLDER INFO."

CARD HOLDER REVIEW & SIGN

CBA/DBA SIGNS

PROCUREMENT DEPT. SIGNS

INCREASE
Fill in "INCREASE" info.
Fill in "DEPT. INFORMATION"
Fill in "CARD HOLDER INFO."

CARD HOLDER REVIEW & SIGN

CBA/DBA SIGNS

CBA/DBA SIGNS

AVP. BUS. OPS.
Review and Approve

PROCUREMENT DEPT. SIGNS

PLEASE NOTE: If additional approval is needed, the CBA/DBA will have the option to route the form to the department supervisor or department head to review, approve and sign.

** NOTE: The background check is for new hires initially and will then be done for all cardholders annually.