

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 43.19.185

Cancels:

See Also: POL-U5348.04 Issuing and Using a Purchasing Card

PRO-U5348.04A**OBTAINING A PURCHASING CARD (PCARD)****Action by:****Action:**

Financial Manager

1. **Authorizes** employee to apply for a PCard.

Employee

2. **Takes** the online training, available on the PCard website.3. **Takes** a 10-question quiz after completing the training, which is automatically submitted to the PCard Administrator via email.

P-Card Administrator

4. **Receives** the quiz in the PCard mailbox, and contacts employee with results.

a. If employee did not pass quiz, informs employee about retaking the quiz.

Employee

5. **Completes** the application, obtains approval by Financial Manager, and mails it to PCard Administrator.

PCard Administrator

6. **Approves** the application.7. **Submits** the application via an online form to the credit card issuer.8. **Receives and distributes** card via campus mail.9. **Sends** activation and PaymentNet access instructions to cardholder and approver via e-mail.

Employee

10. **Activates** card by calling the phone number specified by the bank and notifies the PCard Administrator that the card has been received and activated.