

1. Complete and submit the following Purchasing Card Packet “for initial P-card set-up* found on Procurement’s website under “Forms”.

Packet includes all Purchasing forms required.

A memo on Department letterhead from person of next authority above the P-Card Supervisor is to be attached when that person signs off on the packet. Memo needs to state name of the employee that is authorized to be issued a P-card, who is going to be the P-card Supervisor and the default chartfield string the purchases will default to.

Note: All departments reporting to either the Dean of the College of Arts, Humanities & Social Sciences or the Dean of the College of Natural & Mathematical Sciences must obtain approval from the Dean’s Office prior to submitting an application. The Dean’s Office can in turn notify the PCPA by email that the requestor has been approved to receive a P-card. Email is not required if memo above is coming from the Assistant Dean.

2. To be a University P-Cardholder or a Supervisor, you must attend a P-card Training class (offered monthly) by registering on-line through myUMBC, training site.

New P-card Packet should be submitted prior to training attendance.

Print the *P-Card User’s Guide* from Procurement’s website under “Resources for UMBC Staff” and bring it to training.

3. The cardholder or a designated person will be using the PeopleSoft P-card online system to reallocate/approve charges. This person must attend the following classes in the following order by registering on-line through myUMBC, training site.

Introduction to PeopleSoft / PeopleSoft Fundamentals

P-Card Reallocation class
-Print the P-Card Reallocation Guide from Procurement’s website under “Resources For UMBC Staff” and bring it to training.

4. When notified that the new P-Card is available for pick-up, cardholder brings Photo ID to Procurement to sign for and pick up P-card.