



<b>CARDHOLDER CHECKLIST FOR OBTAINING A P-CARD</b>
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1. Complete and submit the following [Purchasing Card Packet “for initial P-card set-up”](#)\* found on Procurement’s website. The packet includes all required forms.
  
2. To be a University P-cardholder or a P-card Supervisor, you must attend a P-card training class (regularly offered) by registering on-line through [Procurement’s myUMBC events page](#).
  - [New P-card Packet](#) should be submitted prior to training attendance.
  - Review the *P-card User’s Manual* from [Procurement’s website](#) and have it available when attending training.
  
3. The cardholder will be using the PeopleSoft P-card online system to reallocate/approve charges. This person must request access by completing the [Individual Security Access to the Paw Procurement System and PS Finance](#) form.
  
4. Review the [P-Card Reallocation Guide](#) from Procurement’s website and have it available when attending the training.
  
5. When notified that the new P-card is available for pick-up, the cardholder will bring a Photo ID to Procurement to sign for and pick up P-card.