PCard/Group Card Application Form
Quick Reference Guide

The PCard/Group Card Application Form can be found on the eSHOP Home/Shop page under Special Forms or directly under the General Search bar by selecting forms. Use this form to request the issuing or cancellation of a Purchasing Card or Group Card.

Instructions

1. Enter the name of the individual requesting the card, their department, email address, office phone number and personnel number.
2. What does the card holder anticipate using the card to purchase?
3. Are you requesting a new card, a change to an existing card account or requesting to cancel an existing card?
4. Use the drop down box to select the type of card requested – Purchasing Card (PCard) or Group Travel Card.
5. What Cost Center or WBS should the purchases on this card be defaulted to? This can be changed on a transaction basis by the card reconciler.
6. Please enter the name and phone number of the individual who will reconcile the card transactions in SAP.
   a. If requesting a Group Travel Card for a UNO user, please enter N/A in both of these fields.
7. From the Available Actions drop down box select Add and Go to Cart, then Go.

When complete, this form will be added to your shopping cart. You must complete the checkout process to route the form for appropriate approvals. Please use the same Cost Object in check out that is used on the form as the Default Cost Object for Billing Purposes. Please use GL 523600.

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