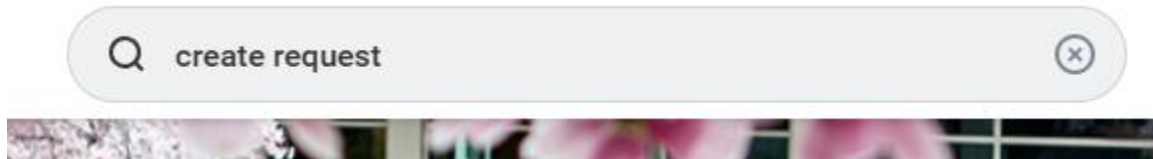


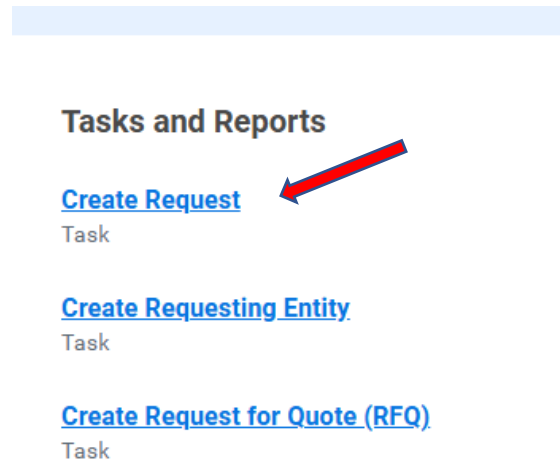
PCARD APPLICATION PROCESS

I. PCARD REQUEST, REVIEW AND APPROVAL

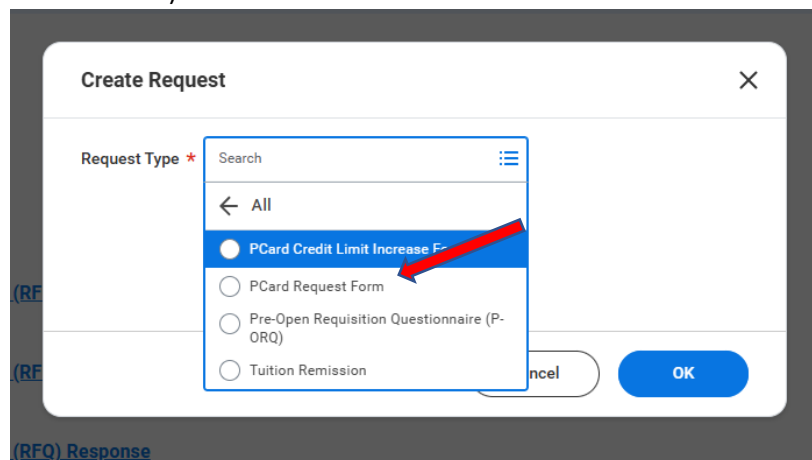
- a. If an MU employee requires a PCard they will need to enter 'Create Request' in Workday.



- b. The MU Employee will select 'Create Request'.



- c. The MU Employee must select a 'Request Type'. Here, they will select either 'PCard Request Form' (for a new PCard), or 'PCard Credit Limit Increase Form' (for an increase in credit limit).



- d. Once selected, the MU Employee will select, 'OK'.

- e. The MU Employee will complete the information requested in the 'PCard Request Form' and the select 'Submit'.

The screenshot shows the 'PCard Request Form' interface. At the top, there is a blue header with the text 'PCard Request Form' and a small icon. Below the header, the text 'Request a new PCard' is displayed. A note states: 'Please note that the default single swipe limit for PCards is \$1,500 per transaction. The total monthly limit for PCards is \$3,000.' The form contains several required fields, each with a text input box and a small icon in the bottom right corner:

- 'What is your date of birth? (Required)'
- 'What is your employee ID? (Required)'
- 'What is your cell phone number? (XXX) XXX-XXXX (Required)'
- 'What is your department at Marymount? (Required)'
- 'What is the reason for your PCard Request? (Required)'

Below these fields, there is a section for agreement: 'Please review and select "Yes" if you agree: I certify that by submitting this p-card application, I hereby agree to follow the Marymount University policy for procurement behavior on my part regarding the proper use or protection of the P-Card will be considered serious misconduct and may result in disciplinary action. http://marymount.edu/wp-content/uploads/2024/10/Procurement-Card-Policy_Revised_Final-2023.pdf (Required)'. There are two radio buttons: 'Yes' and 'No'. At the bottom of the form, there are three buttons: 'Submit' (highlighted with a red arrow), 'Save for Later', and 'Cancel'.

- f. Once the PCard application has been submitted, it will automatically route to that employee's supervisor as designated in Workday.
- g. Once approved in Workday by the Supervisor, the PCard Request will route to Procurement for review.
- h. Procurement will send an email to that Area Vice President seeking final approval. Those area VPs are as follows: VP Academic Affairs, VP Finance, VP Advancement, VP Information Technology, VP Enrollment Management, General Counsel, VP Athletics, VP Marketing and Communications.
- i. On email confirmation is received (approval or denial), Procurement will approve the PCard Request in Workday and send request to United Bank for processing.
- j. PCards should arrive to Procurement Office within 5-7 business days after request is received by United Bank.