How to Find the P Card Application Form

Step 1: To find the P Card Application form, you’ll first need to navigate to the portal. Go to ebs.msu.edu and click on EBS Login.

Step 2: Enter your MSU Net ID and password.
Step 3: Navigate to the 4th tab and click on Finance System.

Step 4: Click on Finance System on the lower left.
Step 5: Scroll down the “Lookup and Maintenance” column (middle) and click on **Procurement Card Maintenance** under the third section named “Procurement Card (Pcard)”.

Step 6: Once directed to the “Procurement Card Lookup” screen, click on **Create New** on the far right.
Step 7: You have successfully navigated to the P Card Application Form. Fill in the information below and click Submit to process the application.

Note: New P Card requests require the approval of the Dean, Director, or Chairperson. Please ad hoc route the request to that person prior to sending to the P Card Team. Also, requests made on a CGA account must also be approved by CGA. Ad hoc route the request to that office prior to submitting the application to the P Card Team.