

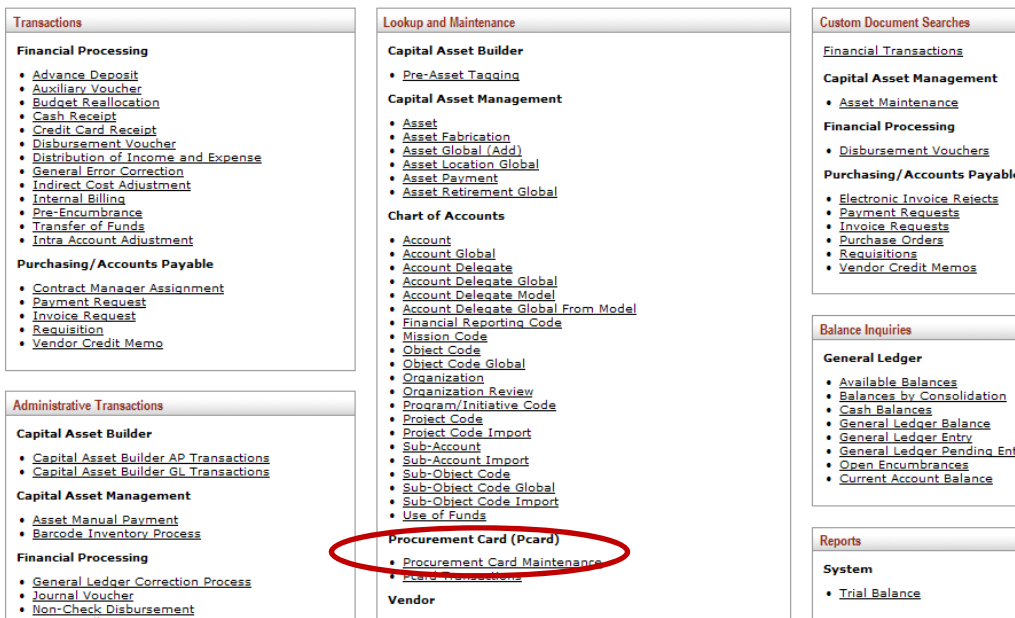
Job Aid: How to Find the Pcard Application Form

PURCHASING

Step 1: To find the Procurement Card Maintenance Document (PCMD), you will first need to navigate to the portal. Go to ebs.msu.edu and enter your MSU NetID and password.

Step 2: Click on **Finance System**.

Step 3: Scroll down the “Lookup and Maintenance” column (middle) and click on **Procurement Card Maintenance**.



The screenshot shows a three-column navigation menu. The middle column, titled "Lookup and Maintenance", contains the following items:

- Capital Asset Builder
 - Pre-Asset Tagging
- Capital Asset Management
 - Asset
 - Asset Fabrication
 - Asset Global (Add)
 - Asset Location Global
 - Asset Payment
 - Asset Retirement Global
- Chart of Accounts
 - Account
 - Account Global
 - Account Delegate
 - Account Delegate Global
 - Account Delegate Model
 - Account Delegate Global From Model
 - Financial Reporting Code
 - Mission Code
 - Object Code
 - Object Code Global
 - Organization
 - Organization Review
 - Program/Initiative Code
 - Project Code
 - Project Code Import
 - Sub-Account
 - Sub-Account Import
 - Sub-Object Code
 - Sub-Object Code Global
 - Sub-Object Code Import
 - Use of Funds
- Procurement Card (Pcard)** (circled in red)
 - Procurement Card Maintenance** (circled in red)
 - Procurement Card
- Vendor

Step 4: Once directed to the “Procurement Card Lookup” screen, click on **Create New**.



The screenshot shows the top navigation bar of the EBS system. It includes an "action list" button, a "doc search" button, and a "Logout" button. The user is logged in as "krebillk". The main title is "Procurement Card Lookup". A "create new" button is circled in red, with a note below it: "* required field".

Procurement Cardholder MSU NetID:	<input type="text"/>
Procurement Card Number:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Default Account:	<input type="text"/>
Fiscal Officer Principal Name:	<input type="text"/>
Default Org Code:	<input type="text"/>
Backup Account:	<input type="text"/>
Card Status:	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

Step 5: You have successfully navigated to the Pcard Application Form. Fill in the information click **Submit** to process the application.

Note: New Pcard requests require the approval of the Dean, Director, or Chairperson. Please ad hoc route the request to that person prior to sending to the Pcard 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 Pcard Team.

action list doc search Logged in User: krebillk Logout

Pcard Maintenance ? Doc Nbr: 2037950 Status: INITIATED Initiator: krebillk Created: 09:40 AM 08/13/201

expand all collapse all * required field

Document Overview hide

Document Overview

* Description: [] Explanation: []

Org. Doc. #: []

MSU Procurement Cardholder Information hide

New

* Procurement Cardholder MSU NetID: []

First Name: []

Middle Name: []

Last Name: []

* Transaction Cardholder Name (Lastname Firstname): []

* MSU Address Line 1: []

MSU Address Line 2: []

* City: []

* State: []

* Postal Code: []

* Country: []

* Phone Number: []

* MSU Email: []

* Social Security Number (last four digits) (Secured Info): []

* Date of Birth (Secured Info): []

* Mother's Maiden Name (Secured Info): []