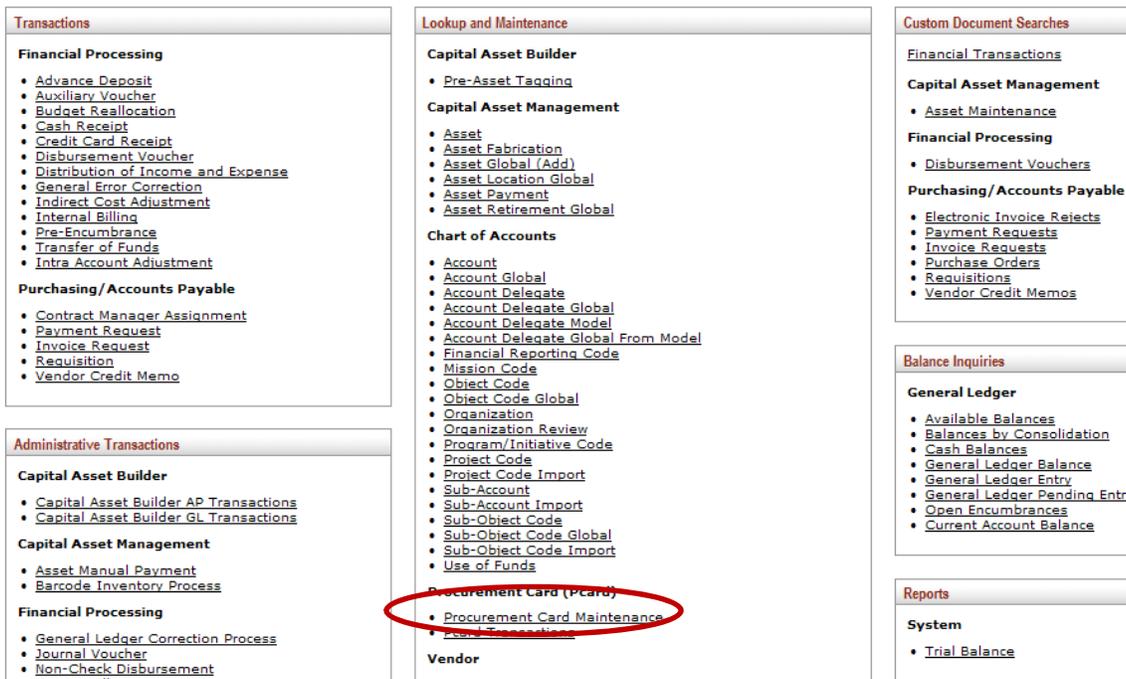**Step 1:** To find the Procurement Card Maintenance Document (PCMD), you will first need to navigate to the portal. Go to **ebs.msu.edu** and enter your MSU NetID and password.

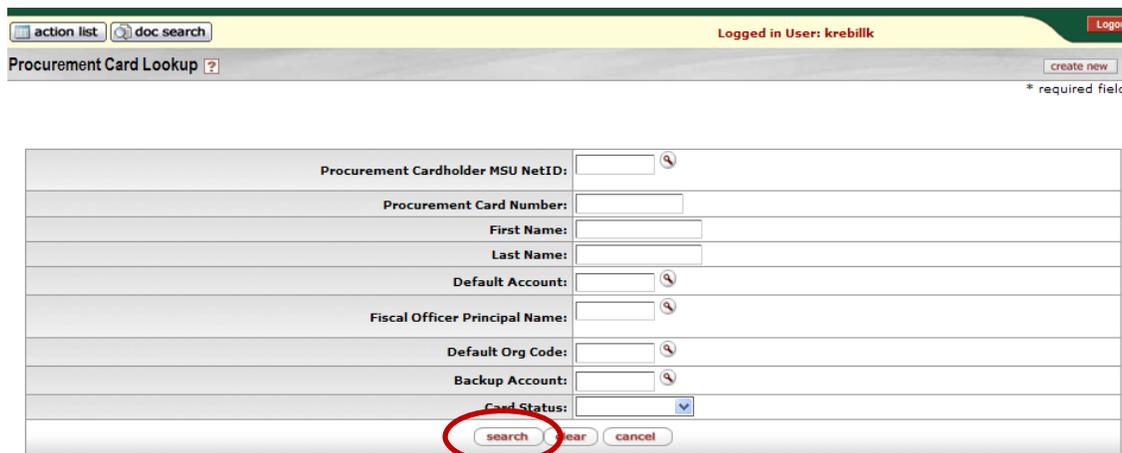**Step 2:** Click on **Finance System**.

Step 3: Under the **Lookup and Maintenance** column (middle), click on **Procurement Card Maintenance** Link under the section titled **Procurement Card (Pcard)**.

Step 4: On the **Procurement Card Lookup** screen, search for the card you would like to edit. Search options include Pcardholder MSU NetID, Pcard Number, Pcardholder First Name and/or Last Name, Default Account, Default Fiscal Officer, Default Organization Code, Backup Account Number, and Card Status. You may search using any combination of these fields. Click **Search**.

Step 5: Locate the card you would like to edit. Click **Edit** to the left of the search results.

The Pcard Maintenance e-doc will open with old (current) information on the left and the new (editable) information listed on the right.

Step 6: First, complete the **Description** and **Explanation** Fields. All the information on this tab is editable with the exception of the secure information (social security number, date of birth and mother's maiden name). Secure information is editable by the Pcardholder and the Pcard Administrators. Fields that can be changed/edited are indicated with editable text boxes/drop down lists. Reasons to edit a Pcard include changing the Pcardholder name, address*, phone number, email address, default account and/or backup account number, change monthly spending limits, and/or cancel (or suspend) a Pcard. All changes will be marked with a yellow asterisk in the fields and tabs that contain changes. Please note: If you are initiating a time sensitive (immediate) change such as changing a monthly spending limit, or canceling/suspending a Pcard, contact the MSU Purchasing Pcard Team directly (517-884-6080) and follow up with changing the information in the Finance System.
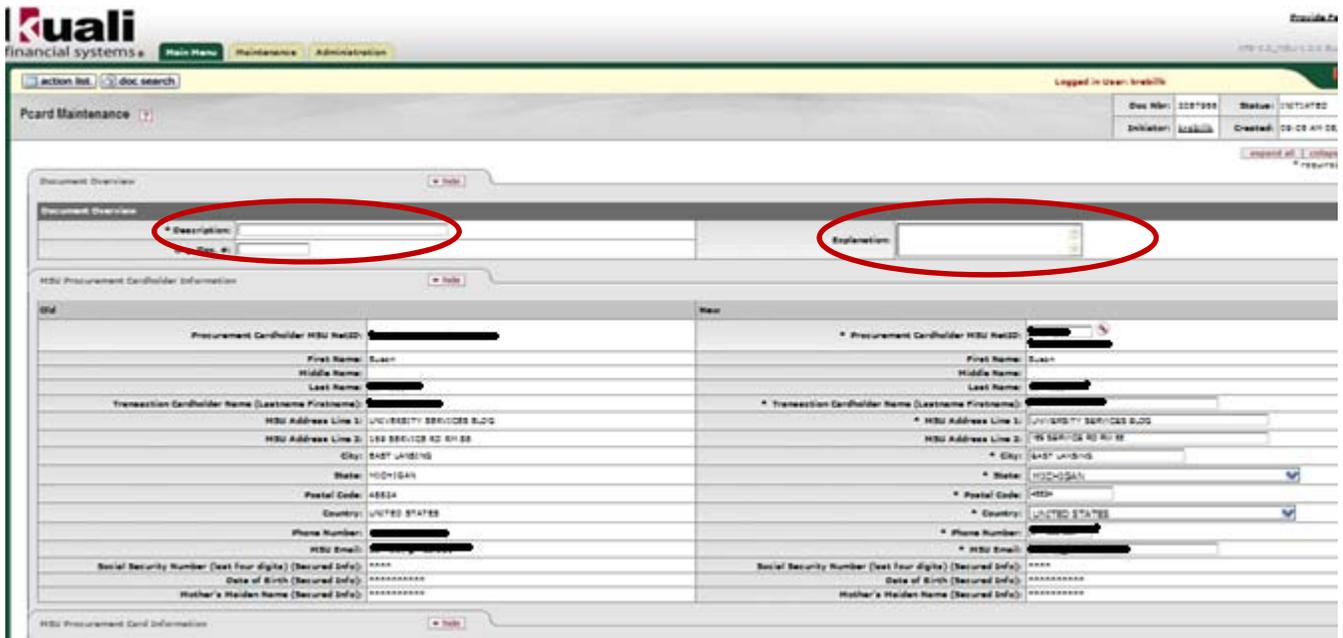
*Pcardholder addresses for the Procurement Card Maintenance (PCMD) are extracted from the MSU employee system of record address in the Human Resource application. If an edit is necessary, please contact your Unit Administrator to update the address information in the MSS tab in the EBS system (http://ebs.msu.edu/HRPayroll/docs/BusAddressUpdate.pdf).

To Cancel or Suspend a Pcard

To cancel a Pcard, select the card status of **Cancel** from the drop-down list. You are required to complete the Card Cancel Reason, Cancel Effective Date, and Card Cancel Status. Card Cancel Status is the reason for canceling the Pcard; options are Closed, Lost/Stolen, Reissue, Suspended, and Terminated. Select the status that best describes the reason you are cancelling the card. Cancellation requests are routed to the default Fiscal Officer and the Pcard Administrators for approval. For urgent requests, contact the Pcard Administrators immediately.

To suspend a Pcard, leave the Card Status as **Active**, Card Cancel Reason should include the reason you are suspending the card including dates to and from (if known), Cancel Effective Date (the date you want the suspension to begin), at the Card Cancel Status drop-down list, please select **Suspended**. A second PCMD will need to be submitted to unsuspend the card. Click **Submit** to process the PCMD.

Routing

A PCMD requesting an account # change involving a CGA account must be ad hoc routed to the CGA office prior to submitting to the Pcard Administrator. When a card is edited, with the exception of changing the Card Status to Cancel, the e-doc will route to the Pcardholder, default account Fiscal Officer and Pcard Administrator for approval.

Please Note: Requests made via the Pcard Maintenance table will not be changed with the bank until the Pcard Administrators have approved the e-doc. The Pcardholder and default account Fiscal Officer will receive an FYI once the Pcard Administrators approve the PCMD for notification that the request was completed.