

WELCOME TO THE FSU PURCHASING CARD (P-CARD) INFORMATION PAGE!

Did you ever find yourself at a conference needing to purchase materials for your department and no legitimate way to pay for them? What about all the work to enter requisitions for an order less than \$50? The answer to these questions is to get the P-Card! The card is an excellent tool that saves your department time and saves FSU in those “soft” costs of ordering supplies. If you think the card will solve your problems, then you have come to the right place. It is a simple process so, let’s get started!

Steps to obtaining the Purchasing Card (P-Card):

1. Designate at least three (3) individuals in your department that will be assigned to the P-Card program. At least one (1) will be the cardholder, and two others will be the Proxies (those responsible to pay the cardholder charges through the system). These individuals must be permanent USPS, A&P, or long term OPS employees (FSU ID card must reflect OPS EMPLOYEE and copy sent with application).
2. To apply for the program, print the Cardholder and Proxy applications from the Procurement Card web site at <http://purchasing.fsu.edu/pcard.html>. Applications are required of all P-Card participants. Have each applicant fill out the appropriate applications and obtain all the required signatures. No one, regardless of their position at the University can sign their own application regardless of their position. You must obtain a higher-level approval for your application. Once all applications are completed, send them to Nancy Milburn in Purchasing at A1400 University Center, MC 2370. Facsimile copies are not allowed.
3. Upon receipt and verification of information, Nancy will send emails to all applicants providing the p-card training link and Certification Agreement document. Each applicant must accomplish the on-line training and fill out the certification. Return the entire group of certifications to Nancy in Purchasing and then cards can be ordered.
4. It takes approximately 7 to 10 days after ordering the cards to receive your P-Cards. Then cardholders must come in personally to pick up their cards. No one else can do that except cardholders as you must sign the Cardholder Agreement. Once activated, then you can start using your P-Card!
5. If you are applying to become a proxy for your department, the process is the same, but after you have completed the training and sent the Certification Agreement to Purchasing, then log into OMNI and enter a request for the proxy role using the “eORR On Line Role Request” link that is located on the bottom left of the OMNI page that comes up immediately after you log in. There is a job aid for your convenience just below the link. Once that request is entered and approved by your supervisor and the certification is received in Purchasing, you can be given the role to process charges.

Contact Nancy Milburn at nmilburn@admin.fsu.edu or Phyllis Sullivan at psullivan@admin.fsu.edu or call 644-6850 for assistance.

IF THIS PROGRAM SOUNDS LIKE IT WILL BENEFIT YOUR DEPARTMENT, CLICK ON THE LINK AND GET YOUR DEPARTMENT SET UP NOW!