

Types of Purchasing (P-Card) Applications

1. New Card Application

A *New Card Application* is for an Employee/Applicant:

- a. Requesting a P-Card for the first time; or
- b. For an employee requesting a new P-Card due to a change in assignment to another department.

Note: Choose the New P-Card Application Type, Individual. Department cards are currently not allowed as part of the CSN P-Card Program

2. Change Request

The *Change Request* application is completed when the existing Cardholder is requesting a change to their existing P-Card:

- a. Primary Account Information (the CSN account P-Card transactions are charged to)
- b. Backup Account Information (a secondary account P-Card transactions are charged to)
- c. Credit Limits – Single Transaction Limit or Monthly Limit

3. Temporary Change

The *Temporary Change* application is completed when the existing Cardholder is requesting a temporary change to their existing P-Card account, such as suspending a card during a leave of absence.

Upon choosing this option, a second box will appear prompting a *Date Effective Until* box. Click on the box and a calendar will appear. To populate the *Date Effective Until* field, use the calendar feature to select the month and day desired, then click on the date to populate the field.

In the event, the temporary change date needs to be modified Cardholders will need to submit a new application.