



Apply for a Michigan State University PCard

Overview: This job aid demonstrates the application process for obtaining a Michigan State University PCard. Each cardholder is limited to one PCard unless otherwise approved by the PCard team via a PCard Exception Request form.

Before applying

1. Once a need for a PCard is identified, the prospective cardholder must complete the online PCard training.
2. After completing training, the prospective cardholder is required to fill out and sign a [Cardholder Agreement form](#), indicating that they understand the program policies and procedures and that the credit card will not be misused.
3. An appropriate departmental supervisor, fiscal officer, dean, director, or chairperson needs to approve the employee as a PCard cardholder via a signature on the Cardholder Agreement form.

Application submission

1. Following the completion of the steps above, the prospective cardholder needs to login to ebs.msu.edu to submit their application.
2. Click the **Financial System** tab.
3. In the Lookup and Maintenance column, click the **PCard Maintenance** link under the section titled PCard.

- [Use of Funds](#)

PCard

- [PCard Maintenance](#)
- [PCard Transactions](#)

Spartan Marketplace

4. On the PCard Lookup screen, click **Create New**.



5. Complete the required fields in the resulting PCard Maintenance (PCMD) eDoc.

6. In the **Notes and Attachments** section, attach the completed and signed [Cardholder Agreement form](#).
7. Click **Submit** at the bottom of the page to process the application.
 - a. **Note:** the eDoc will automatically route to the default account's fiscal officer for approval, and then to the PCard team for processing. Failure to complete the outlined steps above will result in the disapproval of the application eDoc.