

New P-Card Pickup FAQ's

Q: When will I be able to pick up my new P-Card?

A: The exact date will be released soon, it is expected to be the last week of April 2024

Q: Will the new P-Card have a different number?

A: Yes, these new cards will have a new number/exp. Date/CVV

Q: Do I have to have the new card, or can I just keep my current card?

A: You must pick up your new card, as the current card will be closed on 5/1/24

Q: What's different about this new card?

A: This card will be different in that you will have a new number, access to the statements/transactions online directly, and you will see the new look of the card itself.

Q: Will my spending limits change?

A: No, your current spending limits will remain the same – for transactions and monthly spending.

Q: What must I do to get my new card?

A: You will need to complete the PDFN221 P-Card Policy and Procedures course in Canvas with 100%. You will also need to make sure all your transactions made on your current card are reconciled. This means, they will need to be on an ER, submitted, approved by managers and budget approvers, and through audits.

Q: What if I've already taken PDFN221 – do I have to take it again for this?

A: If you have taken the course since January 1, 2024 – you will not need to take it again for this purpose.

Q: How will I know when I can pick up my new card?

A: When the cards arrive, the P-Card Office will check to see if all the criteria have been met for each person. As the criteria are met, we will add the new card to the system, and you will receive an automated email saying your card has arrived and you can make an appointment to pick it up.

Q: When and where can I pick up my new card?

A: The location will be the Student Services room in Green Hall (near the Post Office). We will have the cards there every day for 2 weeks after they are received – please check with the P-Card Office for more details at that time.