



Purchasing Card (P-Card) Application Process

The University P-Card can be used to procure any goods or services allowable under [Finance Policy 1252 - Small Order Policy](#) and provides an efficient means of acquiring and paying for these goods and services. Employees who meet the eligibility requirements and have received department approval, should complete the following steps to obtain a P-card. For assistance with the application process, please contact the P-Card office via email at pcard@unc.edu.

Understanding the Application Process

Applicant Completes Training

Permanent full-time University employees must complete the [P-Card Accountholder Training](#) with a quiz score of 100% via Carolina Talent **BEFORE** submitting an application for a P-Card.

Note: The Applicant and the P-Card office will receive a system email once a 100% has been achieved on the quiz.

Applicant Submits P-Card Application

Applicant fills out, signs, and submits the [P-Card Application and User Agreement Form](#) to their supervisor for approval.

Important: P-Card Applications will be rejected if training has not been completed or if information on the application is incomplete.

Supervisor Submits P-Card Application

The applicant's supervisor (or Delegate) completes the Department Approval section on the Application and submits the following to the department's Access Request Coordinator for submission via InfoPorte:

1. [Request for Finance Systems Access Form](#)
2. [Completed P-Card Application & User Agreement Form](#)

P-Card Office Processes Application

The P-Card Office will review all documentation received via InfoPorte. Upon approval (within 5-7 business days), the P-Card Office will notify the applicant (Accountholder) when the card is available for pick-up along with further instructions.

Picking Up & Activating Your P-Card

New Accountholders will receive an email notification when your P-Card is available for pick-up from the P-Card Office. The message will also include directions on how to activate, and register the physical card. Accountholders will also receive a welcome email from Bank of America with login information once the application has been processed.

Note: If approved, a Delegate may pick-up a P-Card on the Accountholder's behalf.