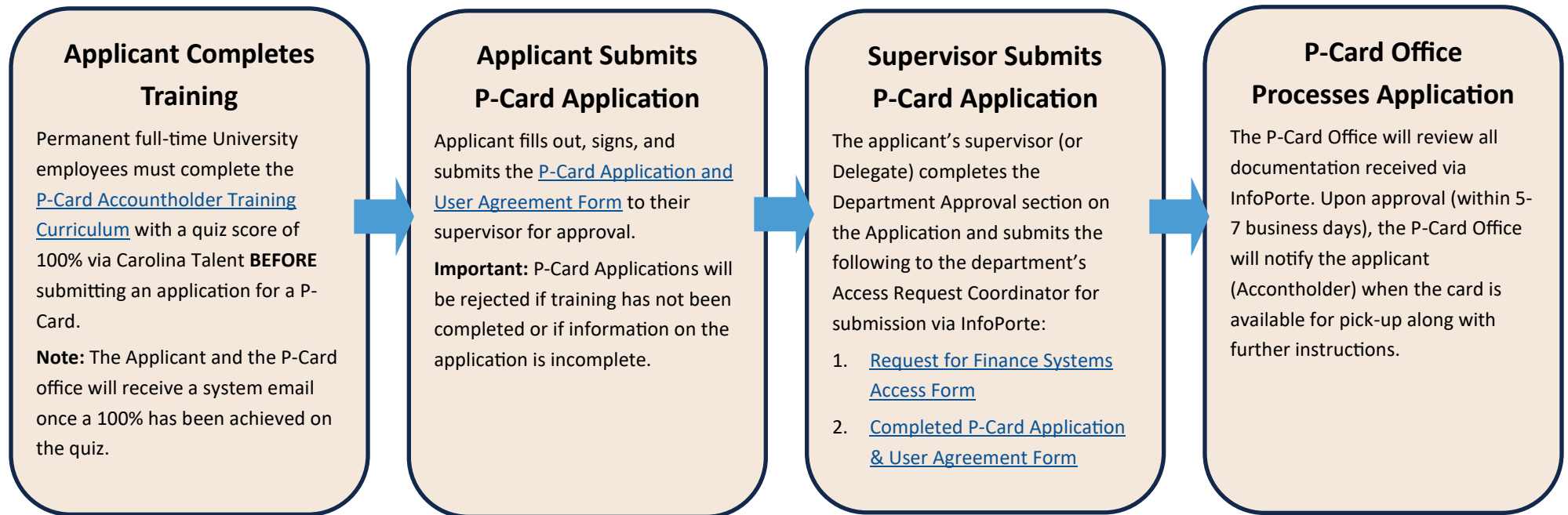


Purchasing Card (P-Card) Application Process

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



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.