

University PCard Instructions for Applicants

The process for applying for a University PCard is an automated process to increase efficiency. To request a University PCard, all new applicants must complete an online [PCard Application](#) located on the finance website. *Please note you can stop and save your application and complete within 30 days.*

After submitting your application, the next steps in the process include:

- Once your electronic PCard Application is submitted, you will receive a confirmation of submittal.
- Your PCard application will be forwarded via email to your manager for approval.
- Once your PCard Application has been approved by your manager, you will receive an email from the PCard Administrator with instructions to complete FIN 104: Reimbursements and PCard in Workday.
- The training will not be considered completed until the course has been completed entirely, assessment passed, and submission of the cardholder agreement.
- Once training, assessment and cardholder agreement has been completed, your PCard will be activated with your approved spending limits.
- PCard Administrator will email final activation instructions.

If you should have any questions regarding the University PCard Application process, please contact pcard@wfu.edu or 336-758-8289 option 2 at University PCard Services.