Job Aid PC1
Purchasing Card and/or Works® Access and Change Requests

1. **KSU Connect/Purchasing Card Program**
   To request a KSU Purchasing Card (P-Card) and/or access to the P-Card Works® system, you must first have **KSU Connect** and **Purchasing Card Program** access so that you can submit your request online.
   a. If you received a P-Card and/or access to the P-Card Works system prior to 06/07/2016 when this online system was implemented, you should already have **KSU Connect/Purchasing Card Program** access and can skip to **Step 2** below.
   b. If you do not already have **KSU Connect/Purchasing Card Program** access, your supervisor needs to request it for you via the University Information Technology Services (UITS) **Technology Services Request** at: [http://uits.kennesaw.edu/support/forms.php](http://uits.kennesaw.edu/support/forms.php).
      1) Select Technology Service Requests
         i. Complete the required information in Sections 1 and 2
         ii. In Section 3 **Requested Accounts**, select the checkbox for **KSU Connect**
         iv. In Section 3 **Other**, enter: **Purchasing Card Program access**
         v. In Section 4, Click on the Buckley Form and complete as requested.
         vi. Click **Submit**.
         vii. UITS will send the employee an email confirming their **KSU Connect** access.
   2. **Login** to **KSU Connect** at: [http://kennesaw.edu/ksuconnect](http://kennesaw.edu/ksuconnect). Select the **General tab** from the **Menu Bar** at the top of the page.
   3. Select **Purchasing Card Program**.
      *If you do not see the Purchasing Card Program on the General tab call the UITS Service Desk at x6999 or email service@kennesaw.edu to resolve the issue.*
   4. Select **Requesters tab**.
   5. Select **Submit P-Card Request and Change Form**.
   6. In **Employee Information** area at the top of the form enter data in any fields that are not already populated. The system automatically populates some of your **Employee Information**.
      **Notes:**
      - **Fields with an asterisk (*) indicate data that is required to complete this process.**
      - **The Chart String should be your “reports to” department, which is typically the Chart String of the budget for your salary.**
      - **Do not submit this online request unless the Department ID in the Employee Information section is correct.** (Note: This information is updated when your “reports to” department is updated in the KSU payroll system and that area must be correct before you can make a change request in the KSU Connect/Purchasing Card Program system).
   7. In the **Access** section, select the appropriate option depending upon your type of access:
      - Cancel Card and/or Works® Access
      - Cardholder Information Change
      - New Cardholder
      - New Works® Access Only
   8. In the **Required Approvals and Dates** section, enter your **Employee Initials** in the required field.
   9. Select the hyperlink in the form to review the related policies and procedures (link provided in the form). Select **Sign & Submit**. This will trigger workflow for required approvals. (Note: Once your request is approved and processed, the Purchasing Card Administrator will contact you via email to pick-up your P-Card. Please allow 10 business days for processing.)