

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>.

1) Select Technology Service Requests

i. Select **New Account(s) Setup**

ii. Complete the required information in Sections 1 and 2

iii. 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> 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.*