



**MONTCLAIR**  
STATE UNIVERSITY

## Requesting a Procurement Card (P-Card) Within Workday

1. Log into Workday and type “**Create Request**” in the Search bar.

A screenshot of the Workday search bar. The search bar contains the text "Create Request". Below the search bar, a dropdown menu is visible, showing a document icon and the text "Create Request Task".

2. From the sub-menu, choose “**Procurement Card (P-Card) Request.**”

A screenshot of the "Create Request" form. The "Request Type" dropdown menu is open, showing the option "Procurement Card (P-Card) Request". The dropdown menu also includes a search bar and a list icon.

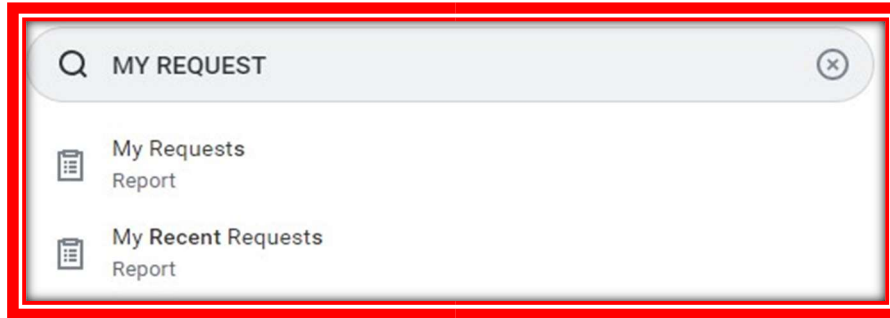
3. Click OK
4. Fill out the questionnaire with the information requested.

A screenshot of the "Procurement Card (P-Card) Request" form. The form is titled "Procurement Card (P-Card) Request" and includes a sub-header "This process is to request a Procurement Card. Complete all questions, if not applicable, indicate N/A." Below this, there is a section for "PURCHASING CARD AGREEMENT" which states: "The Purchasing Card is intended for small dollar purchases that would normally be handled by Pur for goods and services, and is FOR OFFICIAL USE ONLY. All purchases with this card must comply Montclair State University Purchasing Policies and Procedures and applicable State of New Jersey and controls." At the bottom of the form, there are three buttons: "Submit", "Save for Later", and "Cancel".

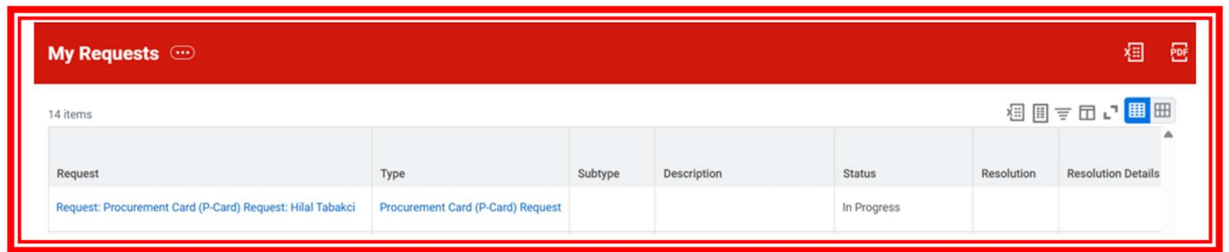
5. **Submit** the request

## Tracking your P-Card Request

1. Your request status can be tracked by simply typing “**MY REQUESTS**” on the search bar.

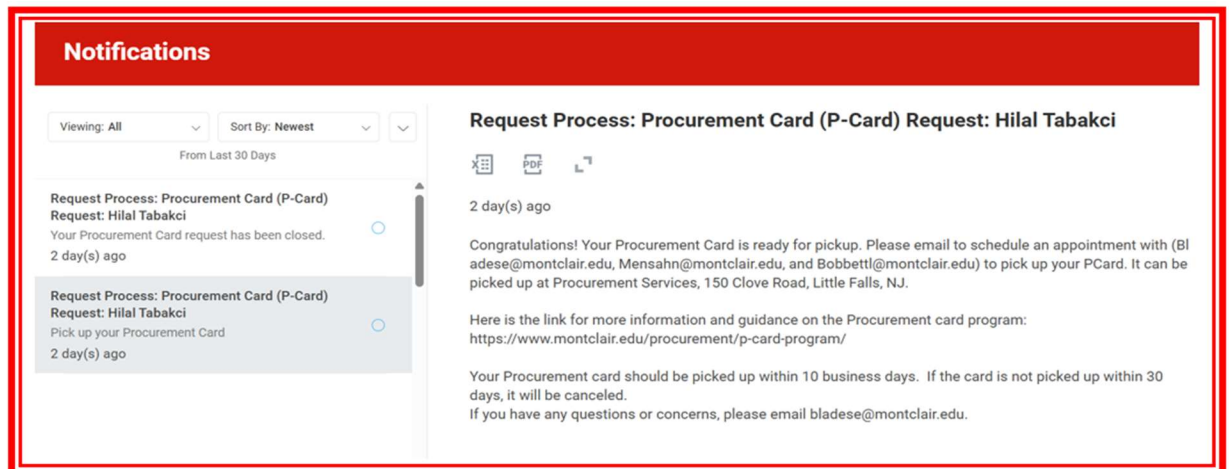


2. The system will display your P-Card request status.



My Requests						
14 items						
Request	Type	Subtype	Description	Status	Resolution	Resolution Details
Request: Procurement Card (P-Card) Request: Hilal Tabakci	Procurement Card (P-Card) Request			In Progress		

3. You will receive an alarm notification from Workday once the P-Card has been approved and is ready for pick-up.



**Notifications**

Viewing: All Sort By: Newest From Last 30 Days

**Request Process: Procurement Card (P-Card) Request: Hilal Tabakci**

2 day(s) ago

Congratulations! Your Procurement Card is ready for pickup. Please email to schedule an appointment with (Bl adese@montclair.edu, Mensahn@montclair.edu, and Bobbettl@montclair.edu) to pick up your PCard. It can be picked up at Procurement Services, 150 Clove Road, Little Falls, NJ.

Here is the link for more information and guidance on the Procurement card program:  
<https://www.montclair.edu/procurement/p-card-program/>

Your Procurement card should be picked up within 10 business days. If the card is not picked up within 30 days, it will be canceled.  
If you have any questions or concerns, please email bladese@montclair.edu.

4. Proceed to send an email to schedule and pick up your P-Card from Procurement Services. Once the card is picked up, Procurement will mark the P-Card Request as completed.