

University PCard Instructions for Applicants

The process for new University hires requesting a PCard is changing. The new process is automated to increase efficiency. To request a University PCard, all new applicants must complete an on-line electronic application located [here on the finance website](#). Please note you can stop and save your application and complete within 30 days. The current paper application will be accepted until September 30, 2015. Beginning October 1, 2015 only electronic applications will be accepted.

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

- Once your electronic application is submitted you will receive a confirmation of submittal.
- Your application will be sent to your designated department head/supervisor for approval.
- Detailed instructions about how to sign up for mandatory University PCard training will be sent to you upon final approval of application.
 - PCard training registration is offered [here through the Professional Development Center](#). Classes are offered twice monthly. Applicants can sign up at any time. *Please be sure and allow plenty of time for application submittal and training completion before you need to use your card.*
- You will be given your card upon completion of training
- The PO Box number you provided on your application is your billing address.
- Your card will not be activated until you complete PCard training.
 - Once training is completed, your card will be loaded with your requested spending profile (per your approved PCard application).
 - Instructions for activating the card itself are given at PCard training.
- Our program now utilizes the Chip and PIN technology. When your card is ordered, you will receive a separate document containing your dedicated 4 digit PIN. Your PIN is not an ATM enabled number, it is strictly for card security purpose. Instructions on how to retrieve your PIN are found [here on the finance website](#).

Additional Program Contact Information:

- If you are planning to travel outside the United States, please contact the fraud number below to let them know your travel plans.
- If you suspect suspicious activity on your card or if you know your card has been compromised, please call the fraud number listed below directly. They can assist you in disputing activity and ordering a replacement card if necessary.
- Bank of America International Travel/Fraud assistance number is 866-500-8262

University PCard Services
336-758-8289 option 2
pcard@wfu.edu