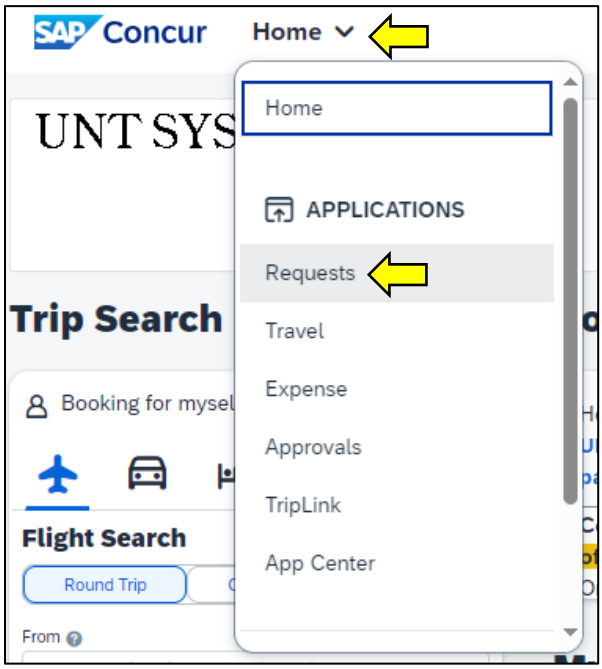
GUIDE: HOW TO APPLY FOR A CARD

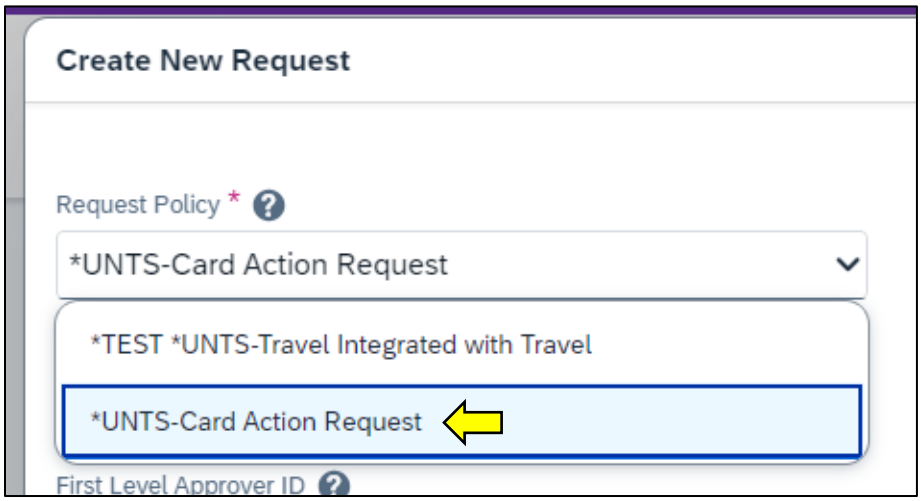
1. Log into Concur at https://untsystem.edu/concur
2. Navigate to Requests



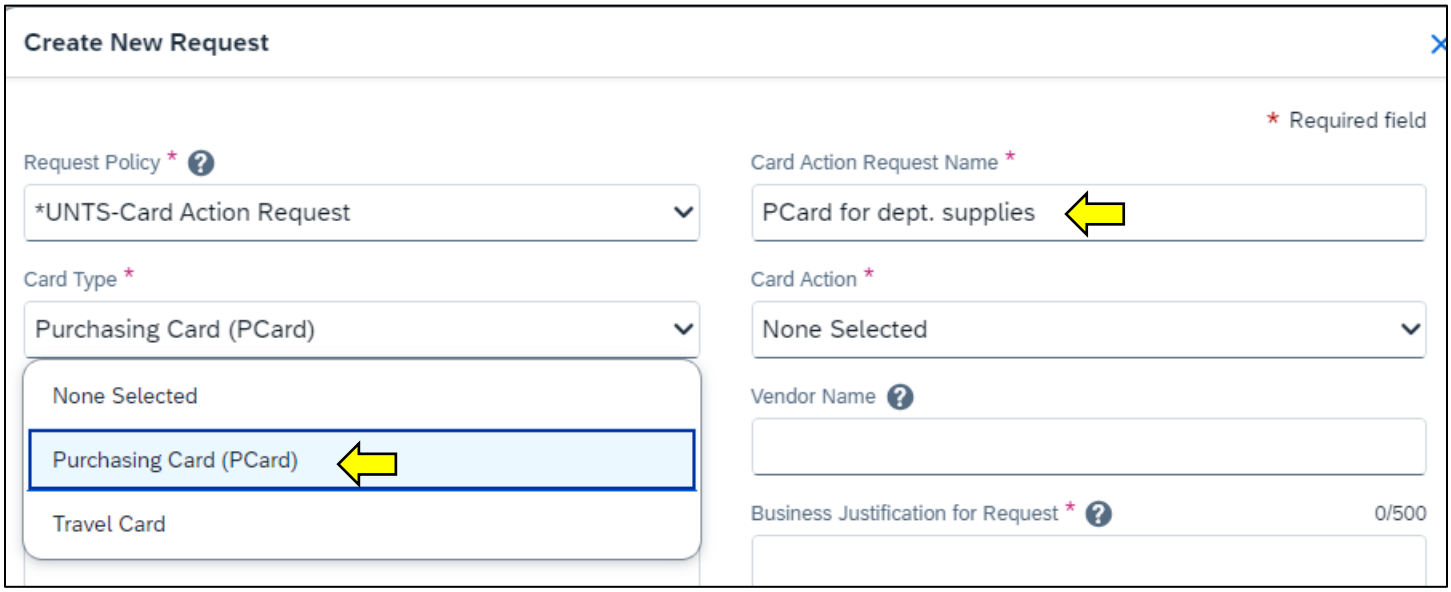
Pro Tip: Want to become familiar with navigating Concur and taking advantage of optional features? Check out our Concur Resource Page at https://finance.untsystem.edu/travel/concur-request-travel-expense.php

3. Select "Create New Request"

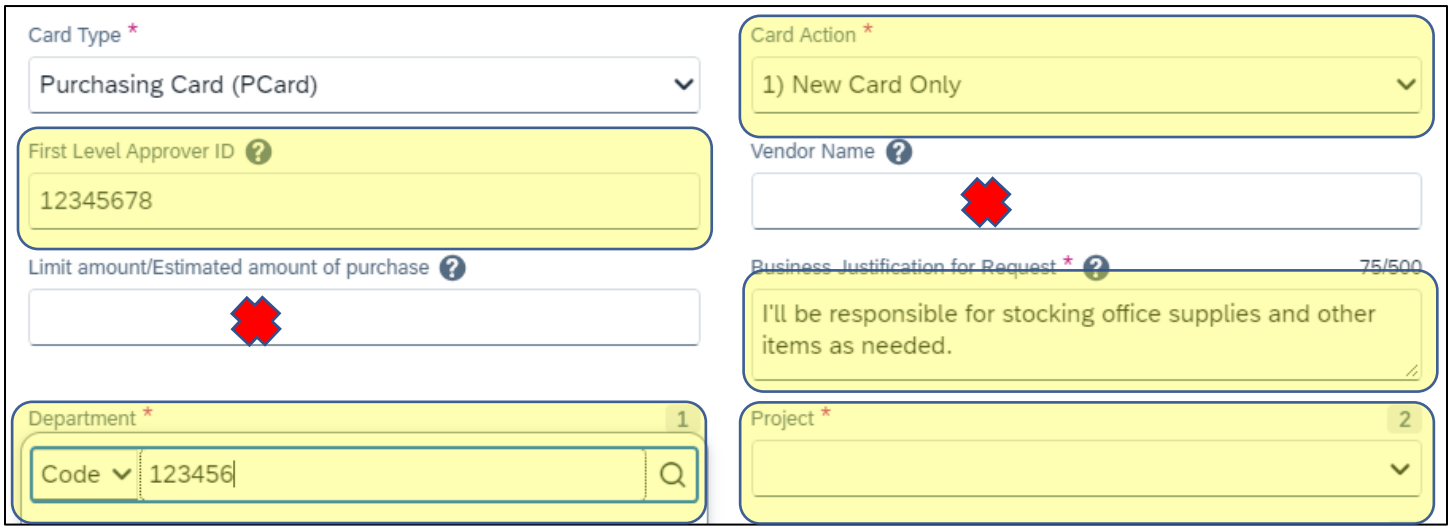
4. Choose Card Action Request



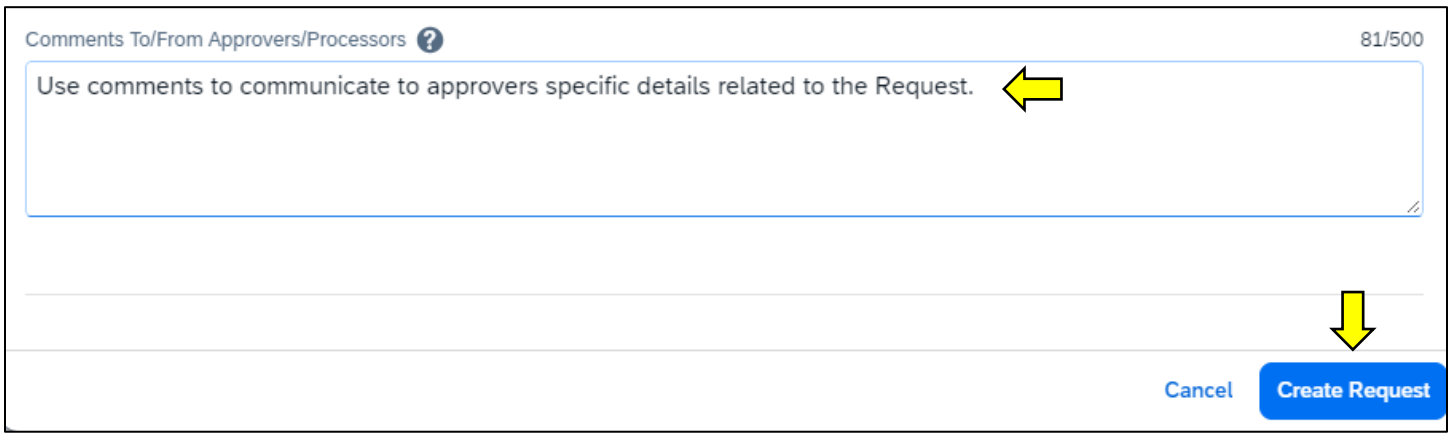
5. Give the Request a name and choose the type of card you are applying for. Choose either a Purchasing Card (PCard) or Travel Card.



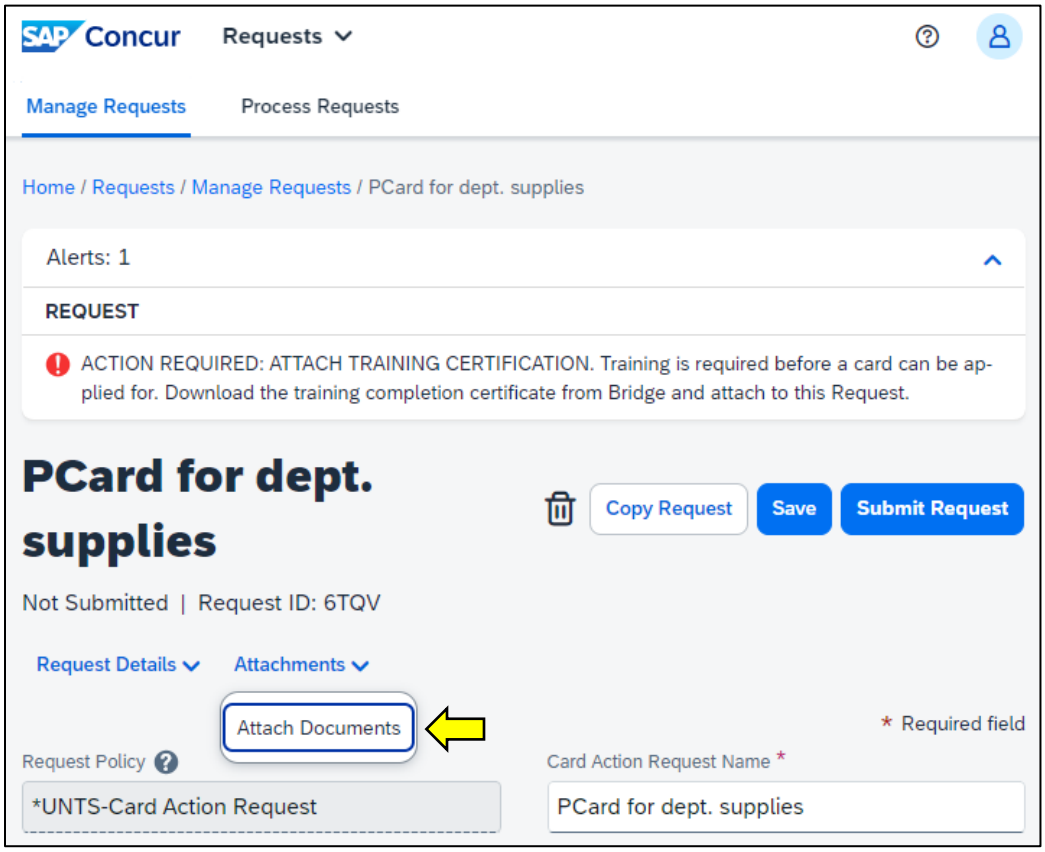
6. Choose the Card Action "New Card Only". If applying for a PCard, enter the 8 digit Empl ID of your first level PCard approver. Leave Vendor Name & Limit fields blank in new card applications. Enter the Business Justification and default chart string.



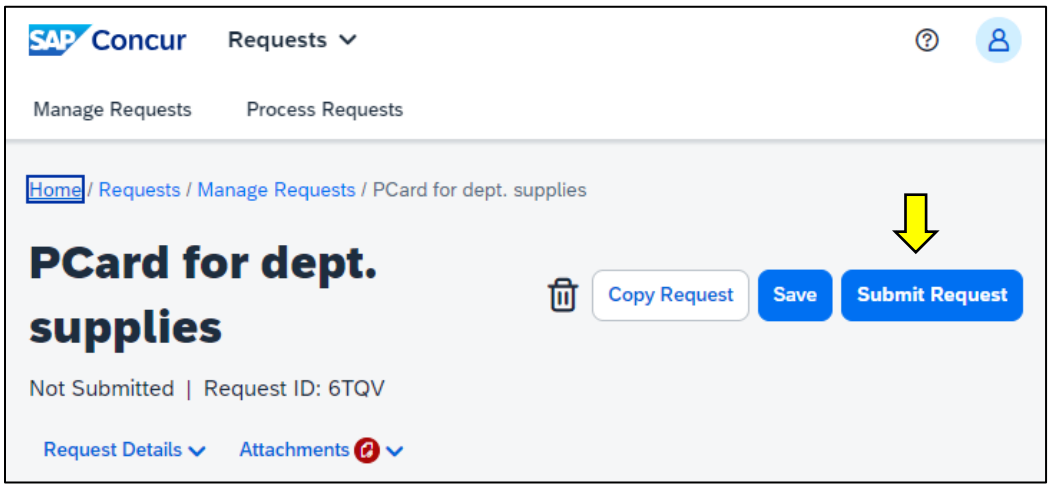
7. Enter any comments and then select Create Request



8. Attach certificate of training completion (PCard training or Travel Training, depending on card chosen). Select Save



9. Select Save to verify Alerts have been cleared and then select Submit Request.



10. Next Steps: The approval workflow after submitting is Supervisor approval > Default Chart string budget approval > Card Services Approval (PCard & Travel Teams).

Once your card application is approved by the Card Services Team, you'll receive notice of a card ready for pickup within 5-7 business days.