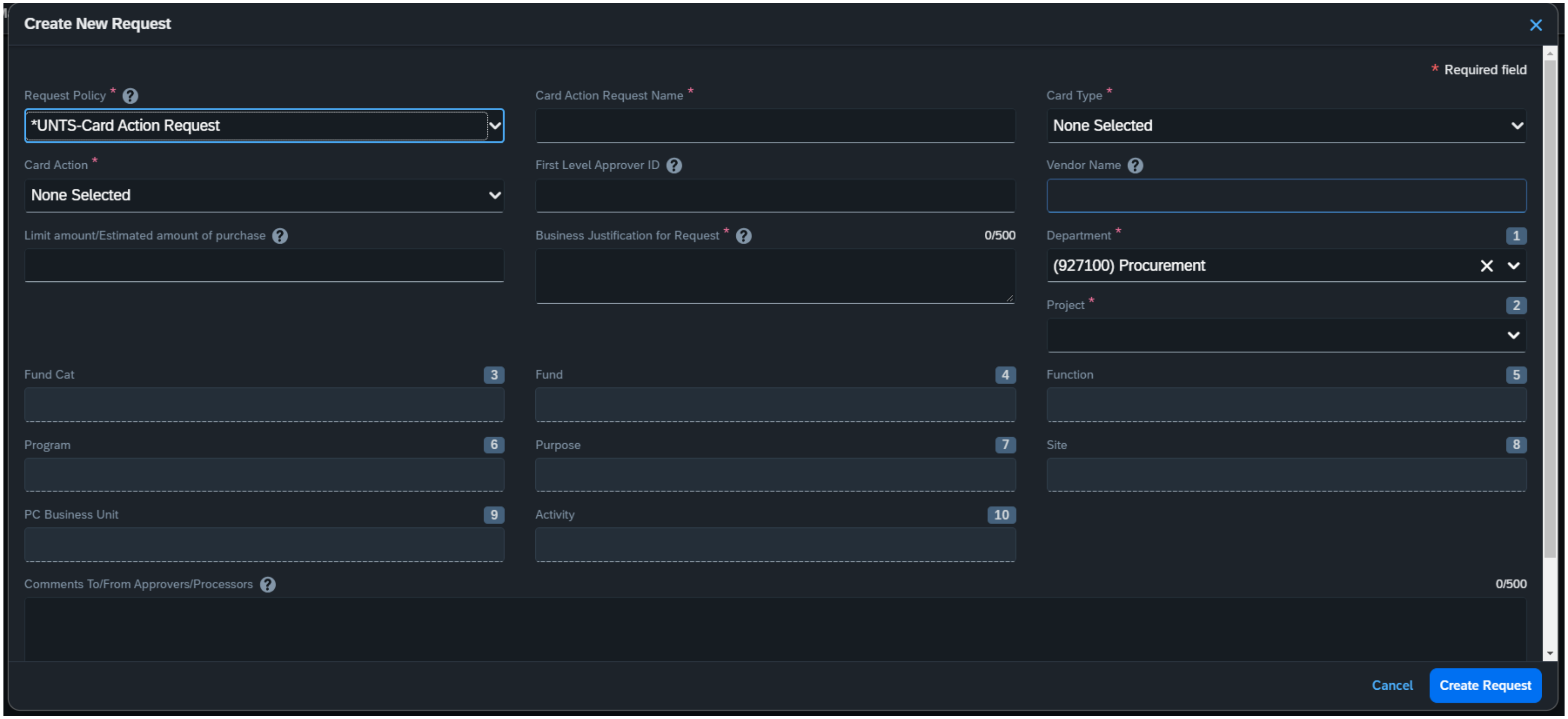

1. Request Policy: For PCard exception requests or new PCard applications, select “UNTS-Card Action Request”.
2. Card Action Request Name: Use a descriptive name that indicates what the request was for. For example, if submitting a limit increase request: Limit Increase $6500 Vendor Name June 2024.
3. Card Type: For PCard related requests, select “Purchasing Card”.
4. Card Action:
    1) New Card Only – select this if applying for a new purchasing card.
        i. If applying for a new PCard, ensure all information on your Concur profile is correct. Your profile must include your work phone number, your mobile number, and your home mailing address.
    2) Restricted item/vendor exception – select this option if seeking an exception to purchase a restricted item or from a restricted vendor.

    3) Monthly Transaction Limit Increase – select this if seeking an increase in your monthly credit limit.
    4) Single Transaction Limit Increase – select this if seeking an increase in your single transaction credit limit.
5. First Level Approver ID: this field is only required for new purchasing card applications. This field is not required for exception requests or limit increases.
6. Vendor Name: This field is required for exception request and limit increases but is not required for new card applications. If requesting a monthly limit increase, enter "various" in this field.
7. Limit Amount/Estimated Amount of Purchase: If requesting a limit increase, enter the requested limit in this field. If requesting an exception for a restricted item or vendor, enter the estimated total amount of purchase here. This field is not required for new card applications.
8. Business Justification for Request: enter the specifics of your request in this field. Be sure to provide sufficient justification for the request or it will be denied.
    1) This field should tell what you are purchasing, for who, and why you are purchasing it.
9. Chartstring fields: the next 10 fields are for your chartstring information.
10. Comments: use this field to provide any additional context or information regarding your request.
11. Once you have completed the required fields, click "Create Request" in the lower right corner.
12. On the next screen, double check all fields are complete and accurate.
13. Attach all relevant documents, including a quote, vendor hold search, external approvals, etc.
    1) Lack of supporting documentation may result in a denied or returned request.
14. Once all information and documentation has been provided, click "Submit Request" in the upper right corner.