

Online Purchasing Card Forms

The Purchasing Office has an online form to request a New Purchasing Card or update your existing PCard information. This request is no longer apart of the budget signatory authorization form as it's a Purchasing Office update.

1. Log into MyCWU
2. Click on the Employee Tab
3. In the left hand menu click Purchasing
4. From the menu items below select either "Purchasing Card Application" or "Modify PCard Information"
5. To create a new request click on the "Add a New Value" tab

The screenshot shows the MyCWU Employee Dashboard. The top navigation bar includes 'Favorites', 'Main Menu', 'PeopleTools', 'Portal', 'Employee Dashboard', and 'Search/Fill in a Form'. Below this is a secondary navigation bar with 'My Page', 'Manager', 'Employee', 'Time & Attendance WorkCenter', and 'Student'. The 'Employee Dashboard' section on the left contains a 'Navigation' menu with items like 'Benefits', 'Payroll', 'Personal', 'Policies & Procedures', 'Purchasing', 'Report Time', 'Training', and 'Travel'. The 'Purchasing' menu is expanded, showing sub-items: 'Manage Approvals', 'Manage Requisitions', 'Purchasing Card Application', 'Modify PCard Information', and 'Requisition User Guides'. The 'Purchasing Card Application' and 'Modify PCard Information' items are highlighted in yellow. The main content area is titled 'Search/Fill a Form' and contains a search interface with a 'Find an Existing Value' button and a highlighted 'Add a New Value' button. Below these are search criteria fields for 'Sequence Number', 'Subject', 'Document Key String', 'Priority', 'Due Date', and 'Approval Status', each with a dropdown menu and a text input field. A 'Case Sensitive' checkbox is also present. At the bottom of the search section are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons. A secondary navigation bar at the bottom of the search area repeats 'Find an Existing Value' and 'Add a New Value'.

6. Complete each field with an asterisk next to it and submit your completed form.