Please review the following instructions to accurately fill out the Pcard application. Note that you will need to select the application based on which campus you report to.

Please note that any inaccurate information on the application will cause it to be declined and a new application will need to be submitted.

**Cardholder Process:**
When completing the application please remember that:

- The name on the application must be listed as it is with Human Resources.
- Your employee id must be listed as it is with Human Resources. Please note this is your six digit employee id that appears on your paycheck.
- Your email address must be a university email address, ending with @ou.edu or @ouhsc.edu.
- All approvers must have signature authority on the default account.
- When completing the business address please use the billing address for your department. PO boxes are not acceptable addresses.
- Accounting information must be entered in full. Incomplete information will not be accepted.
- For HSC – A full chart field spread must be entered. That spread includes your GL Account, Fund, Org, Program, Subclass and Project/Grant.
- For Norman – Both your Department Number and Account Number must be entered.
- On the card settings section of the application the field labeled credit limit is your monthly credit limit. The single purchase limit field is your single transaction limit.
  - The University defaults are a monthly limit of $25,000 and a single transaction limit of $5,000.
- The Pcard team does not have the ability to change the information on the application. Therefore, if any of the information listed is incorrect, the application will be declined. Sample applications are shown below.
- Note: It is possible that your application might not be sent to the Pcard by using the submit buttons on the application. Instances when this might occur and the solutions are listed below.
  - If you are using 64-bit Microsoft Office you will receive the following message: “Either there is no default mail client or the mail client cannot fulfill the messaging request.” If you receive this message you will need to save the application and attach it in an email to your approver. Once your approver reviews the application they can attach it in an email and send it to proadmin@ouhsc.edu for processing.
  - If your JavaScript is not enabled in your Adobe. To enable your JavaScript select Edit from Adobe, click on Preferences, highlight JavaScript and then check the box next to Enable Acrobat JavaScript.

**Approver Process:**
- Once the cardholder submits their application to their approver, the approver will receive an email with the application attached.
- Review the application to ensure that all the information listed is correct.
- If all the information is correct on the application you can select the Submit to Purchasing button on the application.
- If the submit to purchase button is not functioning correctly then you will need to send an email to proadmin@ouhsc.edu with the application attached and a statement that the application is approved.

**Application:**
Once you have read the instructions, please access the Pcard application at [Norman Pcard Application](#)
**Accounting Information**

*The department number must not default to a sponsor account (i.e. xx5xxxxxx).*

**Department Number:**  
137700100

**Account Number:**  
740005

**Department Name/Section:**  
Purchasing

**Comments:**

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