Job Aid PC1
Purchasing Card and/or Works® Access and Change Requests

1. KSU Connect/Purchasing Card Program
To request a KSU Purchasing Card (P-Card) and/or access to the P-Card Works® system, you must first have KSU Connect and Purchasing Card Program access so that you can submit your request online.
   a. If you received a P-Card and/or access to the P-Card Works system prior to 06/07/2016 when this online system was implemented, you should already have KSU Connect/Purchasing Card Program access and can skip to Step 2 below.
   b. If you do not already have KSU Connect/Purchasing Card Program access, your supervisor needs to request it for you via the University Information Technology Services (UITS) Technology Services Request at: http://uits.kennesaw.edu/support/forms.php.
      1) Select Technology Service Requests
         i. Select New Account(s) Setup
         ii. Complete the required information in Sections 1 and 2
         iii. In Section 3 Requested Accounts select the checkbox for KSU Connect
         iv. In Section 3 Other enter: Purchasing Card Program access
         v. In Section 4, Click on the Buckley Form and complete as requested.
         vi. Click Submit.
         vii. UITS will send the employee an email confirming their KSU Connect access.

2. Login to KSU Connect at: http://kennesaw.edu/ksuconnect Select the General tab from the Menu Bar at the top of the page.
3. Select Purchasing Card Program.
   If you do not see the Purchasing Card Program on the General tab call the UITS Service Desk at x6999 or email service@kennesaw.edu to resolve the issue.
4. Select Requesters tab.
5. Select Submit P-Card Request and Change Form.
6. In Employee Information area at the top of the form enter data in any fields that are not already populated. The system automatically populates some of your Employee Information.
   Notes:
   - Fields with an asterisk (*) indicate data that is required to complete this process.
   - The Chart String should be your “reports to” department, which is typically the Chart String of the budget for your salary.
   - Do not submit this online request unless the Department ID in the Employee Information section is correct. (Note: This information is updated when your “reports to” department is updated in the KSU payroll system and that area must be correct before you can make a change request in the KSU Connect/Purchasing Card Program system).

7. In the Access section, select the appropriate option depending upon your type of access:
   - Cancel Card and/or Works® Access
   - Cardholder Information Change
   - New Cardholder
   - New Works® Access Only

8. In the Required Approvals and Dates section, enter your Employee Initials in the required field.
9. Select the hyperlink in the form to review the related policies and procedures (link provided in the form). Select Sign & Submit. This will trigger workflow for required approvals. (Note: Once your request is approved and processed, the Purchasing Card Administrator will contact you via email to pick-up your P-Card. Please allow 10 business days for processing.)