

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PCARD-02
SUBJECT:	Obtaining a P-Card
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	
DATE OF LAST REVISION:	05/17/2022
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	To provide Indiana University employees instructions for obtaining a P-Card.
PROCEDURES	<p>Application Process An electronic cardholder agreement/application form must be completed by an Indiana University (IU) employee with approval from fiscal officer.</p> <p>The approved application will be routed to the IU Purchasing Card Administrator who is responsible for setting up the account with the card provider.</p> <p>The cardholder will attend an orientation session upon taking possession of the card and confirm understanding that all IU P-Card transactions must be handled in accordance with IU policies and standard operating procedures by signing the IU P-Card Acknowledgement Agreement form.</p> <p>Activating the P-Card The new P-Card must be activated prior to use. Information to be gathered before calling US Bank include: the 16 digit account number, ZIP code, business telephone number, and the four digit numeric activation code communicated to you by your Program Administrator. The label attached to the card provides the additional necessary information needed to complete electronic activation.</p> <p>Establishing an Access Online Account US Bank offers online access to your account through US Bank Access Online at https://access.usbank.com. This provides the ability to check your available balance, view recent transactions, print statements and update your profile settings.</p> <p>Register Online (First Time Users) Before you can begin accessing your account online, you must register your P-Card account. Have your P-Card handy as you complete these steps: Note: You only need to complete this process once for each account. You can register multiple cards to your account.</p> <ol style="list-style-type: none"> 1. Open your internet browser and navigate to the U.S. Bank Access Online site. 2. Click the Register Online link.

3. Enter **IU** in the **Organization Short Name** field.
4. Enter the 16-digit account number in the **Account Field**.
5. Select the **Month** and Year of the expiration date shown on your P-Card.
6. Do you have additional P-Cards to register?
 - a. Click Additional Account. Repeat steps 3-5 for each additional account you need to register, then proceed to step 7.
 - b. If this is your only P-Card account, click **Register this Account** and proceed to step 7.
7. Follow the prompts to create a User ID and Password for the account.

RESULT: Your P-Card account is registered, allowing you to access the U.S. Bank Access Online system.