APPLYING FOR A PCARD  
(and other important information)

Applying for a Pcard

Go to [https://purchasing.okstate.edu/pcard](https://purchasing.okstate.edu/pcard). Under Forms, there will be a link to the Application Form. Fill out the form, print it, obtain the appropriate signatures, and send it to the Purchasing Department, 1224 N. Boomer Road. The document can also be scanned and emailed to us. We will process the form and notify you when the card is available for pick up.

Pcard Training

Before receiving a pcard, the cardholder must complete pcard training. The training can be found online at [https://hr.okstate.edu/training](https://hr.okstate.edu/training). On the left side of the page is a link to “Purchasing Card Training.” Click on the link and follow the instructions to complete the training. There will be a PowerPoint presentation, followed by a 20 question quiz. You must answer 15 questions correctly to pass the quiz.

Verification Code

When you activate your card, you will be asked for a verification or activation code. Input the number 9 and then your Campus Wide Identification number (CWID).

Computer programs associated with the Pcard

As a Pcard holder, there are two computer systems you will use, (1) Works and (2) Payment Center. These systems are independent of each other. Each has its own user name and password. They are not connected with other OSU systems, such as Okey.

Works

- Primarily for reviewing and approving your transactions.
- You will receive a Welcome email from “Oklahoma State University” with logon information for Works. The email will include a link and your user name. You will create your own password.
- Firefox is the recommended browser for Works and is supported by Bank of America. Works does not function well in Internet Explorer.

Works Instructions

Go to [https://purchasing.okstate.edu/pcard](https://purchasing.okstate.edu/pcard). Under Instructions for Works you will find instructions for logging in to Works, Account holder (Cardholder) Instructions, Approver Instructions, Accountant Instructions, Printing Transactions, and Searching and Sorting Transactions.
Payment Center

- Primarily used to access your monthly bank (memo) statement.
- Setup instructions are shown below. You will create your own user name and password.
- Firefox is the recommended browser for Payment Center and is supported by Bank of America. Payment Center does not function well in Internet Explorer.

Payment Center Setup Instructions

1. Log into the Works system.
2. At the bottom of the screen, in blue, are links to several different sites. The link to Payment Center is the last one. (Remember, this is only a shortcut. Works and Payment Center are two separate systems.)
3. Click on “Payment Center”.
4. When the site comes up, click on “Not Registered”.
5. Fill out the requested information on the next page.
6. The button to the right of the User ID field and password field tell you what the rules are for the User ID and password.
7. Under Register Account-
   a. The account number is the 16 digit account number on your pcard. Enter without dashes or spaces.
   b. Name on account-enter your name exactly as it appears on your pcard. This includes spacing and punctuation.
   c. Enter the expiration date.
8. At the bottom of the page, click the “register” button.
9. If you have no additional cards to register, click “Continue”.
10. On the next page, select security questions and answers.
    a. Select questions and answers you will remember.
11. Click “Continue”.
12. Next page is a License Agreement. At the bottom of the page click “I agree”.