

## **P-Card Request**

P-Card Request Form has been deactivated. All P-Card requests can now be submitted via our Online Purchase Request Form.

- Please select “P-Card” as the purchasing type, then select your purchasing unit
- Enter Supplier’s Name and provide the website link where we can make the purchase,
- Provide GL/Project String Information that is listed on your signed p-card form
- Enter the Business Purpose
- Enter the Amount
- Select Yes or No for the question asking if you would like a copy of the PO; if you would like a copy of the receipt.
- Enter any website log in details
- Attach your completed and signed p-card form as an attachment
- Submit



**RUTGERS**  
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Shared Services Center

### Online Purchase Request Form

**Per the Rutgers' Purchasing Policy, a Purchase Order must be issued prior to goods or services being rendered.**

The Shared Services Center submits and tracks requisitions in Marketplace on behalf of Rutgers' departments. For more information about SSC's involvement in the procurement process, please visit our [website](#).

If you would like to check the status of and/or obtain the Marketplace requisition number for previous submissions, please click the "[My Submissions](#)" link.

Reset

Submit Form

Purchase Type

P-Card

Purchasing Unit

Unit 110 - FASC

Requester NetID

AMA328

Supplier Name

Purchase Link

Amount

\$ 0.00

Would you like a copy of the Purchase Order? ☐ Yes ☐ No

Requisition Notes / Details (optional)

Attachments (At least one file is required)

File 1 Choose file

Browse

Remove