

## **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



### 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](#)