Change PCard Information

**Overview:** This job aid demonstrates how to make changes to PCard information—including name, address, phone number, email address, account numbers, monthly spending limits, and canceling or suspending a PCard—using the Procurement Card Maintenance Document (PCMD).

1. To locate the Procurement Card Maintenance Document (PCMD), log in to [ebs.msu.edu](http://ebs.msu.edu) and click the Financial System tab.
2. In the Lookup and Maintenance column, click the Procurement Card Maintenance link under the section titled Procurement Card (PCard).
3. On the Procurement Card Lookup screen, search for the PCard you would like to edit, using any of the available options.
4. After locating the card, click edit.

5. The PCard Maintenance eDoc will open. Complete the Description and Explanation fields.
6. On the MSU Procurement Cardholder Information tab, the old (current) information is displayed on the left and the new (editable) information on the right.
   a. All information on this tab is editable
   b. Only cardholder or a PCard administrator can edit secure information (social security number, date of birth, and mother’s maiden name).
   c. Changes are indicated with a yellow asterisk.

7. Cardholder addresses for the PCMD are extracted from the MSU employee system of record address in the Human Resource application in EBS.
   a. If an edit necessary, please contact your unit administrator to update the address information.

To Cancel a PCard

1. To cancel a PCard, select the card status Cancel from the drop-down menu.

2. You are required to complete all related fields, including the reason for canceling the card.
3. Cancellation requests are routed to the default fiscal officer and the PCard team for approval. For urgent requests, contact the PCard team immediately.

To Suspend a PCard

1. To suspend a PCard, leave the card status as Active.

```
   Card Status: Active
```

2. Complete the remaining fields and select Suspended from the Card Cancel Status dropdown.

3. Click Submit to process the PCMD.
   
   **Note:** To unsuspend a card, a second PCMD must be submitted.

Routing

1. A PCMD requesting an account number change for a CGA account must be ad hoc routed to the Contract and Grants office by the requestor.
2. When a card is edited—with the exception of changing the card status to cancel—the eDoc will route to the cardholder, default account fiscal officer, and then the PCard team for approval.
   
   **Note:** Requests made via PCMD will not be changed with the bank until the PCard team has approved. The cardholder and default account fiscal officer will receive an FYI once the PCard team has approved the PCMD.
3. If you are initiating a time sensitive (immediate) change such as a card cancellation, make the change in KFS and then contact the PCard team at (517) 884-6080, providing the eDoc number.