Find the PCard Application Form

Overview: This job aid demonstrates where to locate the PCard application form in EBS.

1. To locate the PCard application form, log in to 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, click Create New.
4. Complete the PCard application form and click **Submit** at the bottom of the page to process the application.

If you have any questions, please contact the PCard team at (517) 884-6080 or **pcard@msu.edu**.