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 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 card you would like to edit, using any of the available options.

If you have any questions, please contact the PCard Team at 884-6080 or pcard@msu.edu
4. After locating the card, click **edit**.

The PCard Maintenance eDoc will open with old (current) information on the left and new (editable) information on the right.

If you have any questions, please contact the PCard Team at 884-6080 or pcard@msu.edu.
5. First, complete the **Description** and **Explanation** fields. All information on this tab is editable, though only cardholder or a PCard administrator can edit secure information (social security number, date of birth, and mother’s maiden name). Changes are indicated with a yellow asterisk.

If you are initiating a time sensitive (immediate) change such as a monthly spending limit or canceling/suspending a PCard, contact the PCard team at (517) 884-6080 and then make the changes in KFS.

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

**To Cancel a PCard**

To cancel a PCard, select the card status **Cancel** from the drop-down menu. You are required to complete all related fields, including the reason for canceling the card. 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

To suspend a PCard, leave the card status as Active. Complete the remaining fields and select Suspended from the dropdown. Click Submit to process the PCMD. To unsuspend a card, a second PCMD must be submitted.

Routing

A PCMD requesting an account number change for a CGA account must be ad hoc routed to the Contract and Grants office prior to submitting to the PCard Team. 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 the PCard team for approval.

Requests made via the PCard Maintenance table will not be changed with the bank until the PCard team has approved the eDoc. The cardholder and default account fiscal officer will receive an FYI once the PCard team has approved the PCMD.