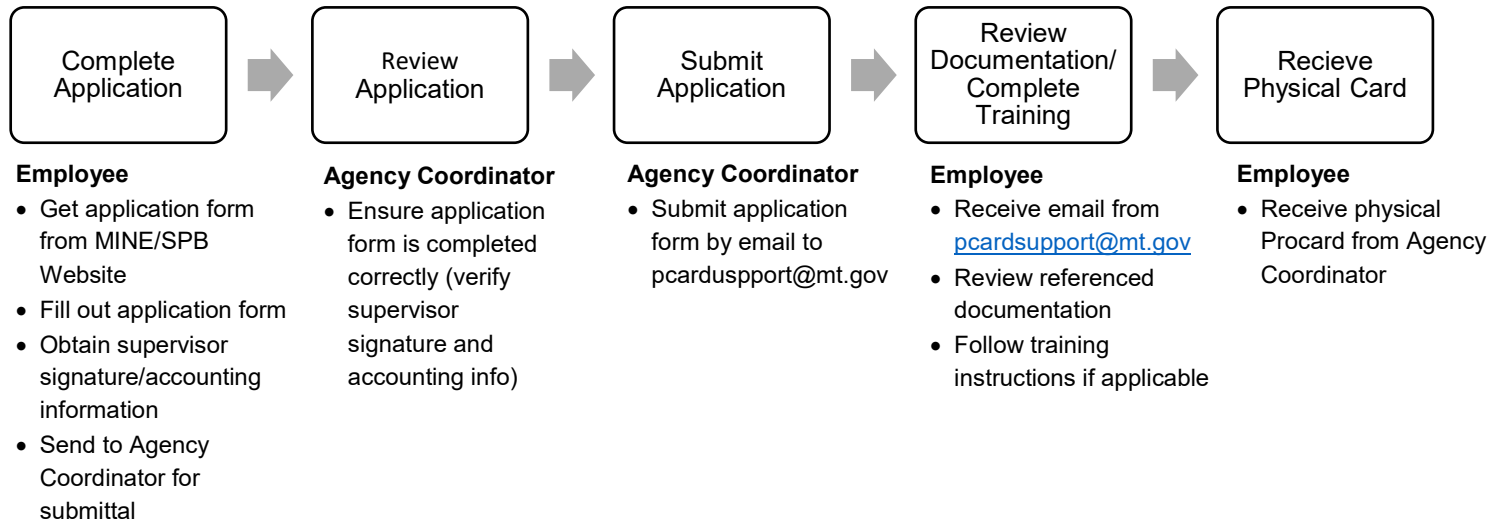




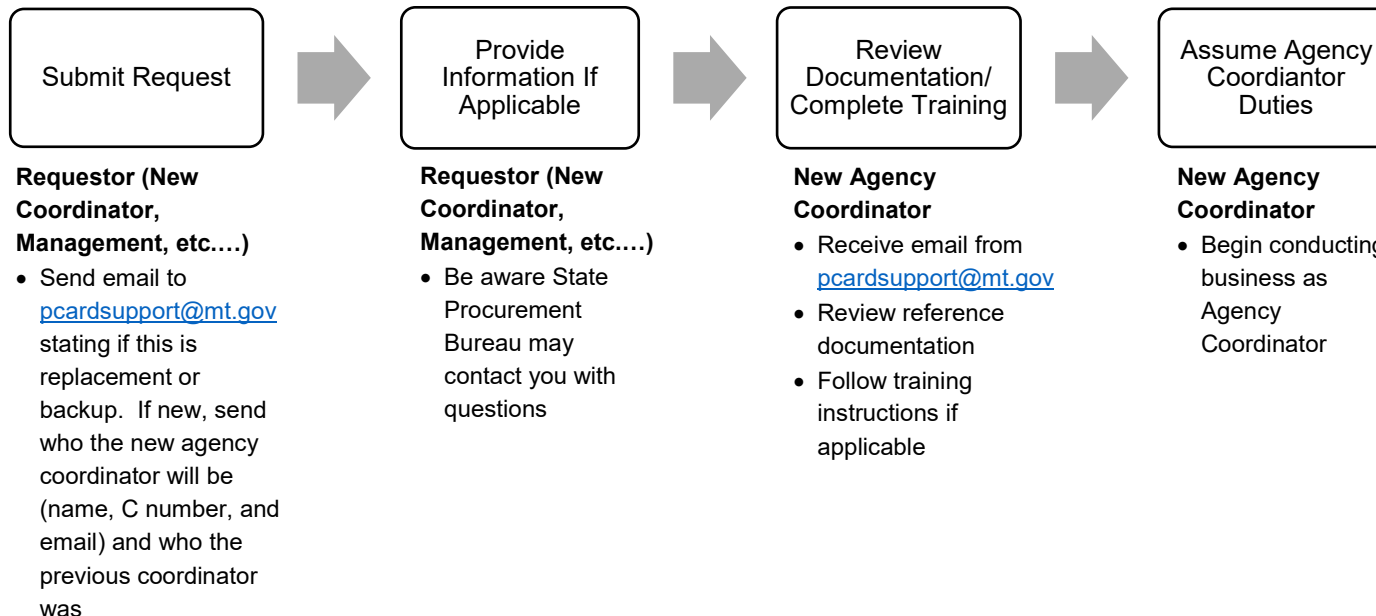
PROCUREMENT CARD PROCESSES

(Note: Red text indicates what agencies they are applicable for)

New Procard Application Process *(applicable to non-self-administering agencies)*

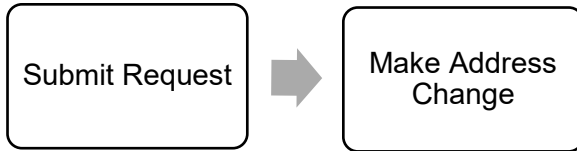


New/Change Agency Coordinator Process *(applicable to ALL agencies)*



Address Change Process

(applicable to non-self-administering agencies)



Agency Coordinator

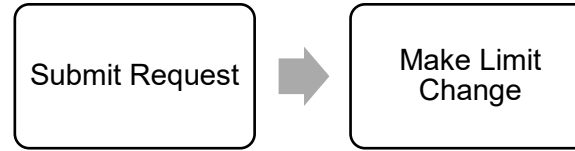
- Send email to pcardsupport@mt.gov stating employee name, employee ID, and email address, as well as the new address

Procard Support

- Will make change to designated employee's address
- Will notify agency coordinator and cardholder when complete

Limit Change Process

(applicable to non-self-administering agencies)



Agency Coordinator

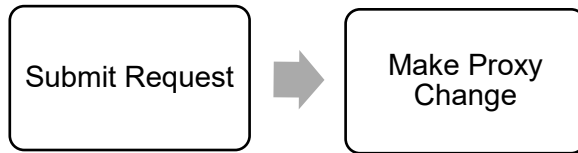
- Send email to pcardsupport@mt.gov stating employee name, employee ID, and email address, as well as the limit change requested

Procard Support

- Will make change to designated employee's Procard limit
- Will notify agency coordinator and cardholder when complete

Proxy Change Process

(applicable to non-self-administering agencies)



Agency Coordinator

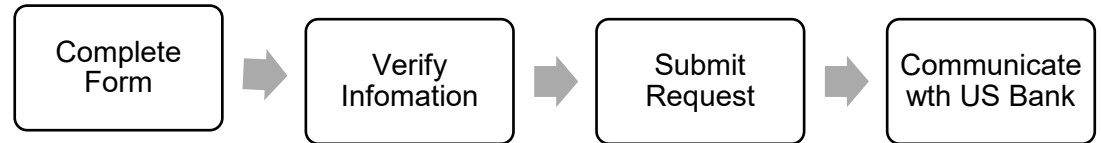
- Send email to pcardsupport@mt.gov stating employee name, employee ID, and email address, as well as the proxy change requested

Procard Support

- Will make change to designated employee's Procard proxy
- Will notify agency coordinator when complete

Name Change Process

(applicable to ALL agencies)



Employee

- Get name change form from SPB website
- Fill out form
- Send to Agency Coordinator for submittal

Agency Coordinator

- Verify with HR or other resource for official confirmation of name change request
- Review and sign form

Agency Coordinator

- Send email to pcardsupport@mt.gov with name change form attached

Procard Support

- Send request to US Bank
- Will notify agency coordinator and cardholder when complete