

Procedure to Obtain a Procurement Card

1. Applicant must submit approved Procurement Card application to the Procurement Card Coordinator (UPD 151B).
2. Procurement Card Coordinator will request issuance of the ProCard from Citibank. Please allow approximately 10 days to receive your card.
3. Procurement Card Coordinator will schedule the applicant for a ProCard training. Applicant must bring a photo I.D. to the training class for verification.
4. Applicant will attend training (approximately 45 minutes) and sign Cardholder Purchasing Card Agreement prior to using ProCard.

For questions, please reach out ext. 2343