

P-Card Application Request	SPH SOG - FIN0016
Last Reviewed/Revised: 04/2019	Approved:

This process should be completed when a new employee is required to apply for a research corporation or state p-card for purchasing. The employee or a representative in the SPH Business Office can complete this request once approval is obtained from the appropriate person(s).

- Navigate to Mountaineer Marketplace through the WVU portal.
- Under the PCPS automated forms section in the center of the home page you will see “p-card application request.”
- Click on the form and complete it in its entirety. (note: employees will need access to their employee number to complete this application request). If you are unsure of your employee number, please reach out to a representative in the business office to attain it.
- Once all required information has been entered, submit the form.

CONTACT: Shonnette Kingston
WVU School of Public Health
304.293.2503; shonnette.kingston@hsc.wvu.edu