

P-Card Maintenance Form	SPH SOG - FIN0017
Last Reviewed/Revised: 04/2019	Approved:

This process should be completed when an employee who has a P-card needs to increase or decrease their research corporation (RC) or state P-card limit(s) or when a P-card needs terminated. The employee or the business office representative can complete this request once the appropriate approval(s) have been attained.

- Navigate to mountaineer marketplace through the WVU portal.
- Under the PCPS automated forms section you will want to click on “P-card maintenance form.”
- Click on the form and complete it.
- Once completed, you should submit the form.

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