**Shepherd University New Cardholder Checklist**

1. Supervisor submits to procurement - **PCard Supervisory/Budget Manager Oversight Form**

2. Cardholder must create a myApps account.

3. Cardholder will be instructed to take training on myApps.

4. Cardholder is mailed card and contacts PCard coordinator (procurement) for training and activation.

5. Cardholder schedules with Pcard coordinator reconciliation training after initial pcard purchases.