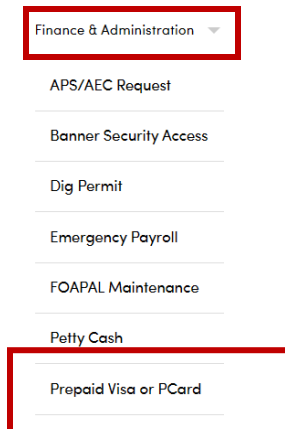


## How to request a Procurement Card (PCard)

1. Log into DocRoute, <https://jagasp2.southalabama.edu/docroute/Login>
2. Select **Prepaid Visa or PCard** under the **Finance and Administration** dropdown.



3. Click **Add New Request**.
4. Select **University PCard** under the Card Type dropdown and enter your **Contact Phone** number.
5. Search for **Employee**.
6. Enter **Cell Phone** number. The bank sends text messages when there is a suspicious transaction.
7. Search for the appropriate approver under the **Department Approval** section.
8. Enter the requested **Credit Limit**.
9. Enter the **Reason for Request**.
10. Click **Submit**.

**Illustration on next page.**

## Prepaid Visa or PCard Request Entry

<b>Created By</b>	<b>Create Date</b>
Manuel Godwin	8/7/2024 1:43:41 PM

<b>Card Type *</b>	<b>Contact Phone *</b>
University PCard	In case of questions.

Cardholder Information

<b>Employee *</b>	
Enter a Jag Number or email address	
<input type="button" value="Search"/>	

<b>Jag Number</b>	<b>Name</b>	<b>Email</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Title</b>	<b>Department Name</b>	<b>Department Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Cell Phone</b>	<b>Campus Phone</b>	<b>DOB</b>
Recommended - aids fraud reporting	<input type="text"/>	<input type="text"/>

Department Approval

<b>Department Head/Chair/Dean/VP *</b>	
Enter a Jag Number or email address	
<input type="button" value="Search"/>	

<b>Jag Number</b>	<b>Full Name</b>	<b>Email</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Details

<b>Credit Limit *</b>
<input type="text"/>
<b>Reason for Request *</b>
<input type="text"/>

<input type="button" value="Submit"/>
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