

# P-Card Enrollment



GMCS is accepting applications for P-Cards. Eligible employees are:

- Winter Sports Coaches
- Principals
- Assistant Principals
- Sponsors

The process to apply for a P-Card is as follows:

1. Download the fillable application from the Procurement page on the GMCS website and fill it out.
2. Once filled out, have your supervisor sign the document as well as yourself.
3. Once the application has been correctly filled out and signed, turn the application into the Procurement Department.
4. The Procurement Department will then process your application and if approved, will order your card.
5. Once your P-Card is delivered to the Procurement Department, a mandatory training will be held that you will have to attend as well as pass a short quiz.
6. Once you have completed training and passed the short quiz, you will receive your P-Card.

Having a P-Card enables you to go to any business as well as online businesses, without the limitations of contracted vendors.

Please call Procurement if you have any questions. We will be happy to help.

**The GMCS P-card is an account held by GMCS, individuals' personal credit will not be run nor will it be affected by the GMCS P-Card.**