



Requesting a Wells Fargo College Visa Procurement Card (P-Card)

The Wells Fargo Visa Card is for use by permanent Metropolitan Community College employees only.

*P-cards are issued to individuals in their name for College-related purchases and are not for personal use. All purchase transactions processed against the P-Card must be made **only** by the individual to whom the card is issued. **NO EXCEPTIONS.***

P-Card use is a privilege. Failure to comply with the P-Card Program guidelines may result in disciplinary action, cancellation of card privileges, and possible termination of employment.

To request a card:

- Cost Center Managers or their designee should originate the request via email and forward to the Director of Administrative Management @ rhanneman@mccneb.edu
- Email should include cardholder name, department, email address, general ledger account (g.l. account), phone number, and approver name (usually cost center manager or designee)
- Once request is received in Purchasing, card is ordered. Cardholder will be contacted to attend mandatory p-card training prior to release of p-card.