PCard Maintenance Process Current State

	Maintenance	PeopleSoft Tables Access	Reallocation/Approval Card Access
Department	Complete request form and email it to the PCard Office (copy PSSC)		
Procurement Service Center		PSSC emails B&F SFO	PSSC creates list and maintains in box/ online. Emails departments when changed
B&F		B&F SFO forwards to OCIO Access	
PCard Office	Process the request and when complete email the Department and PSSC		