

Scripps College Request Purchase Card

PURCHASE CARD APPLICATION

A purchase card (p-card) is typically used for business-related costs, such as airfare or hotel expenses. To request a purchase card, you must submit an application through Workday. If you have questions please contact Perla Dorantes (Pdorante@scrippscollege.edu).

Instructions are listed below.

Sign in to your Workday

1. From the Search Bar Type “Request Purchase Card”
2. Click on Request Purchase Card search result
3. Enter your name in the Worker field
4. Click OK
5. Complete the application by filling out the appropriate fields
 - a. Select (if applicable) or type the most appropriate credit limit amount for your purchase card. This field is required please consult your manager for limit.
 - b. Enter a justification or business purpose for the request of the card and/or credit limit. This is a brief description of what the card will be used for. This field is required.
 - c. Name of Delegate if you will have another worker preparing your expense reports. This field does not apply to everyone and is not required.
6. Review Scripps College purchase card policy by clicking on the link. NOTE: Please ensure you read through your entire policy before closing the browser.
7. Review your Terms & Conditions. Click the box after completing the review. This box is an acknowledgement that you have read and understand both the policy, terms & conditions set by your institution. This field is required.
8. WHAT NEXT?
 - a. Your application will go through a review process. Once the review process is complete you will receive a notification in Workday. Please allow 1-3 business days before checking your notification box.
 - b. Once your application is approved, you will receive a notification in your box.
 - c. Please allow 7-10 business days after receiving your approval to receive your purchase card. The Scripps Business Office will notify you once your card has is ready for pick up.
 - d. If your application is denied, you will receive a notification in your box
9. If you have any questions regarding your purchase application, please contact Perla Dorantes or Andre Ibanez in the Scripps Business Office.
10. An official Workday Job Aide is available and can be provided upon request.