How to Obtain a Visa Procurement Card

Thank you for your interest in the Visa Procurement Card (P-Card) Program.

**First Step**: Complete and submit to the Procurement Card Administrator - The *Procurement Card Enrollment Application, Procurement Card Memorandum of Understanding and Agreement* (MOU), and the Authorization Contact Information you can find the Visa Procurement Card Webpage at [http://www.uncfsu.edu/fsubo/purchasing/visa-procurement-card](http://www.uncfsu.edu/fsubo/purchasing/visa-procurement-card) all forms must have all signatures in order to be complete. After you are approved from the Business and Finance Office, you will be notified and you will then be entered in Canvas (no longer use Blackboard) to take the P-Card Test.

**Second Step**: Review the Visa Procurement Card Policy and the Procurement Card manual. You may retrieve the policy, Procurement Card manual, and forms at the following link. [http://www.uncfsu.edu/fsubo/purchasing/visa-procurement-card](http://www.uncfsu.edu/fsubo/purchasing/visa-procurement-card)

**Third Step**: Take the Procurement Card Policy test in Blackboard. For your convenience, the test can be administered from your computer. The test will take approximately 20 minutes to complete. Your score must be 80 or above to pass. You have 3 attempts to retest.

Following are instructions to take the test. Please send me an email upon completion.

- FSU Webpage
- Canvas (Located on the left side of screen)
- User Login (Same login/password when logging on computer)
- FSU Employees
- Quizzes
- Procurement Card Test

After you have passed the test, your enrollment application will be submitted to Bank of America. I will contact you by email when your Visa Procurement Card is ready for pickup and to schedule the WORKS Software tutorial training.

If you have any questions or concerns, feel free to give me a call.

Thank you.

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