



## Renew Replacement Card

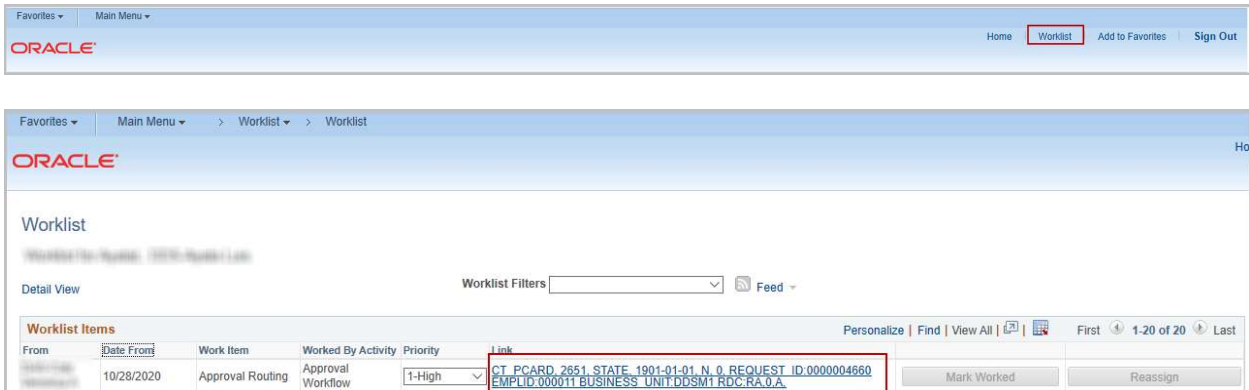
When a procurement card reaches its expiration date, a new card with the new expiration is sent by the bank to the P-Card Administrators. This card is then routed to the coordinator.

### Receive a Renew Replacement Card

An email will be sent to the coordinator once the administrator submits a renew request and a physical card is sent.



To acknowledge receipt of the card, log in to CORECT and navigate to the worklist



Click on the Link for the request  
Scroll to the bottom



Click the P-Card Received button

Enter Comments for Request Approval

Comment Text  
Card Received

OK Cancel Refresh

Enter any comments  
Click OK

Comments

Personalize | Find | View All | First 1-6 of 6 Last

Entered By	Entered on	Comments
[User]	10/28/2020 10:40AM	Card Received
[User]	10/28/2020 10:24AM	Enter New Card
[User]	10/28/2020 9:43AM	Approve Request
[User]	10/28/2020 8:49AM	Resubmit Denied New Card
[User]	10/28/2020 8:08AM	Deny Request - Reason
[User]	10/27/2020 4:04PM	Enter New Card

Action --- more ---

Created By [User] 10/27/2020 3:57:34PM Last Modified By [User] 10/28/20 10:24:58AM

P-Card Received

Save Return to Search Refresh

Click Save

An email will be sent to the P-Card Administrators that the card has been received.