

Request to Reactivate a Card

If a cardholder will be away for an extended period (e.g. medical procedure), a card may be suspended until they return to work. Once the cardholder returns, the card can be reactivated.

Once a request is submitted for approval, no other action may be made until the request is completed or denied.

Navigation: [Main Menu](#) > [Core-CT Financials](#) > [Purchasing](#) > [Procurement Cards](#) > [Add/Update PCard Request](#)

The Add/Update Procurement Card page will display

NOTE: Do not click on Add a New Value. Changes are done against existing Requests.

Searching can be accomplished by using one or more search criteria. Below are a few examples.

Field	Definition
Request Id	Enter the 10-digit request number
Empl Id	Enter the employee's id number (Not to be confused with their CORE login ID)
Name	Enter the cardholder's name (This is the custodian if it is a department card)
Name on Card	Enter the name of the department card
PCard Status	Select the appropriate status
Card Number	Enter the last four digits of the card number

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Add/Update Procurement Card

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Business Unit =

Request ID begins with

Empl ID begins with

Name begins with

Name on Card begins with

Department begins with

Company ID Number begins with

PCard Status =

Card Number begins with

Case Sensitive
 Limit the number of results to (up to 300):

[Basic Search](#)

Search Results

View All First 1 of 1 Last

Business Unit	Request ID	Empl ID	Name	Name on Card	Department	Company ID Number	PCard Status	Card Status	Card Number
DDSM1	0000004660		Smith, Tom	TOM SMITH	DDS50161	223400895	Approved	Active	4444

[Find an Existing Value](#) | [Add a New Value](#)

After the criteria have been entered, click the Search button.
 Select the Request from the list



The Procurement Card request page will display.

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Maintain Procurement Card

Procurement Card

Request ID 0000004660 Request Status Approved
 Employee ID [REDACTED] Smith, Tom Card Number 4444
 Date of Birth [REDACTED] Card Status Active

Applicant Section

Account Type *Name on card [21 char limit] TOM SMITH 06-6000798-DDS50000
 Business Unit DDSM1 Department of Development Serv *Email ID doit_core_emailtest@ct.gov [Use coordinator's email if cardholder does not have one]
 Department DDS50161 Off of Fin Svcs 460CapAveHfd *Security Code MAIDENNAME [Mother's Maiden Name]
 Card Type Coordinator [REDACTED] [REDACTED] [REDACTED]

Business Address **Home Address**

Address is protected under CGS 1-217
 *Address 1 11 Street
 Address 2
 *City Hartford
 *State CT *Zip Code 06106 *Country USA
 *Country of Citizenship USA

Phone Information Find First 1 of 1 Last
 *Phone 860/111-2222 *Type Business

SMART Cardholder
 Allow Multiple Cards Default Distributions

Administrator Section

Account Spend Limits / Controls

*Cycle Purchase Limit [CPL] 15,000.00
 *Single Purchase Limit [SPL] 2,500.00 Split Limit
 *Monthly Transaction Limit 30
 *Daily Transaction Limit 5

Authorizations

Commodities Hotel and Auto Rental
 Air and Rail Tickets Baggage Fees
 Household Clothing
 Marina Recreation Activities
 E Card Other

Company **Merchant Category Codes**

Company ID 223400895 4101 DMR SOUTHBURY TRAINING SCHOOL
 Hierarchy DDS50161 Off of Fin Svcs 460CapAveHfd

Include/Exclude the following

MCCG	Description	Single Purchase Limit
TE4	COMMODITIES - DEFAULT BANK CODE	2,500.00

Procurement Cards

Sequence	Card	Card Status	Status Date
1	4444	Active	10/28/2020

Card History (Last Change Highlighted Yellow)

Last Maintained By Operator ID	Last Dtm Record Is Touched	Request ID	SEQ#	Card	First Name	Middle Name	Last Name	Date of Birth	Card Status	Action	Account Type	Name on card
[REDACTED]	10/28/20 10:44:21AM	0000004660	5	4444	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Approved	Individual	TOM SMITH
[REDACTED]	10/28/20 10:24:58AM	0000004660	4	4444	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	Card In Route	Individual	TOM SMITH
[REDACTED]	10/28/20 9:43:34AM	0000004660	3		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pending	Pending Administration	Individual	TOM SMITH

Comments

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

Action

Created By [REDACTED] 10/27/2020 3:57:34PM Last Modified By [REDACTED] 10/28/20 10:44:20AM

[Save](#) [Return to Search](#) [Refresh](#)

NOTE: The Coordinator on the request will receive all emails. If the current coordinator is incorrect, create a change order first to update the request with the correct coordinator.

To initiate a request to reactivate a card, scroll to the bottom of the page

Under the Action Code, select 06 – Reactivate Card

Enter any comments
Click OK

Click Save

Once submitted, the request status will change to Submitted for Approval and the Card Status will change to Pending Approval. An email will be sent to the P-Card Administrators.

Denied Request

If the P-Card Administrators deny the request, the coordinator will receive an email

The screenshot shows an email interface. At the top left is a green circular profile picture with the letter 'B'. To its right is the sender's name and email address. On the right side of the email header are buttons for 'Reply', 'Reply All', 'Forward', and a three-dot menu. Below the header, the subject line reads 'Procurement Card Request Denied'. The main body of the email contains the text: 'Your P-Card request has been denied.' followed by a URL: 'http://web003.crct.ct.gov:9300/psp/FNTPR/EMPLOYEE/ERP/c/CT_PCD_RQST.CT_PCD_RQST.GBL?Page=CT_PCD_RQST_1&Action=U&REQUEST_ID=0000004660&EMPLID=000011&BUSINESS_UNIT=DDSM1'. The date and time 'Wed 10/28/2020 8:11 AM' are shown in the bottom right corner.

To resubmit a denied request, navigate to the request

The screenshot displays a table of request actions. The table has three columns: 'Action', 'Date/Time', and 'Reason'. The first row is highlighted in yellow and shows 'Replace Lost Card' on 10/29/2020 at 10:07AM. The second row shows 'Deny Request - Reason' on 10/29/2020 at 10:06AM. The third row shows 'Replace Lost Card' on 10/29/2020 at 9:36AM. Below the table, there are fields for 'Created By', '10/27/2020 3:57:34PM', and 'Last Modified By'. At the bottom left are buttons for 'Save', 'Return to Search', and 'Refresh'. On the right side, a dropdown menu is open, showing a list of actions: '01-Enter Ad Hoc Comments', '02-Create Change Order', '03-Request Replacement of Damaged Card', '04-Request Replacement of Lost/Stolen/Compromised Card', '05-Request to Suspend Card', '06-Reactivate Card', '07-Request to Close Card', '08-Transfer to New Custodian', '09-Go To Card Profile', '10-View Existing Cards', and '11-Coordinator Changes [Coordinator Only]'. The '06-Reactivate Card' option is highlighted with a red box.

Under the Action, select 06 – Reactivate Card

The screenshot shows a dialog box titled 'Enter Comment for Request Action'. It has a 'Help' button in the top right corner. Inside the dialog, there is a text area labeled 'Comment Text' containing the text 'Reactivate Card'. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Refresh'. The 'OK' button is highlighted with a red box.

Enter any comments

Click OK

The screenshot shows the same request management interface as before, but with the 'Action' dropdown menu now set to '06-Reactivate Card'. The 'Save' button at the bottom left is highlighted with a red box. The 'Last Modified' date and time are now '10/28/20 2:23:50PM'.

Click Save

Once submitted, the request status will change to Submitted for Approval and the Card Status will change to Pending Approval. An email will be sent to the P-Card Administrators.

Card Reactivated Complete

Procurement Card successfully reactivated for [BBS Morgan, Michael](#)

 [BBS Morgan, Michael](#)
10/29/2020 11:51 AM

Reply Reply All Forward ...

Thu 10/29/2020 11:51 AM

Procurement Card has been reactivated.

An email will be sent to the coordinator once the request has been approved.