

Request to Suspend 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 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.

Favorites > Main Menu > Purchasing > Procurement Cards > Add/Update PCard Request

ORACLE

Add/Update Procurement Card

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

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

▼ **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):

[Search](#) | [Clear](#) | [Basic Search](#) | [Save Search Criteria](#)

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



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

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Add/Update PCard Request](#)

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Case Sensitive
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[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.

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Procurement Cards](#) > [Add/Update PCard Request](#)

ORACLE

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](#)

Maintain Procurement Card

Procurement Card

Request ID 000004660
Employee ID [REDACTED]
Date of Birth [REDACTED]

Request Status Submitted for Approval
Card Number 4444
Card Status Lost

Applicant Section

Account Type Individual *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 Standard Coordinator [REDACTED]

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 suspend a card, scroll to the bottom of the page

Date	Time	Action
10/28/2020	3:51PM	Route card to coordinator
10/28/2020	3:44PM	Approve Request
10/28/2020	3:44PM	Replace Damaged Card

Created By [REDACTED] 10/27/2020 3:57:34PM Last Modified By [REDACTED] 10/28/20 2:23:50PM

Save Return to Search Refresh

Action: 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, 11-Coordinator Changes [Coordinator Only]

Under the Action Code, select 05 – Request to Suspend Card

Enter Comment for Request Action

Comment Text
Suspend Card

OK Cancel Refresh

Enter any comments

Click OK

Action 05-Request to Suspend Card

Created By [REDACTED] 10/27/2020 3:57:34PM Last Modified By [REDACTED] 10/28/20 2:23:50PM

Save Return to Search Refresh

Click Save

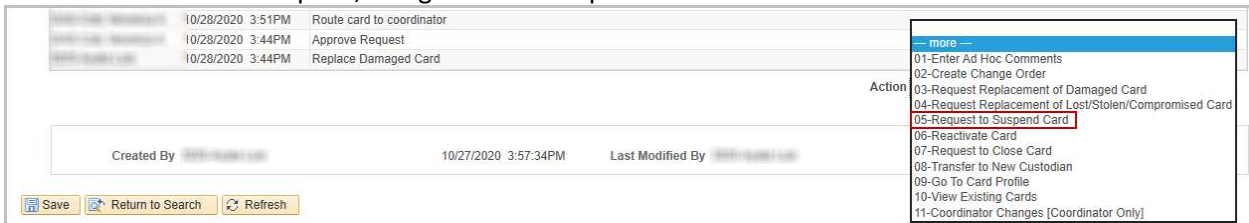
Once submitted, the request status will change to Submitted for Approval and the Card Status will change to Suspended. An email will be sent to the P-Card Administrators.

Denied Request

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



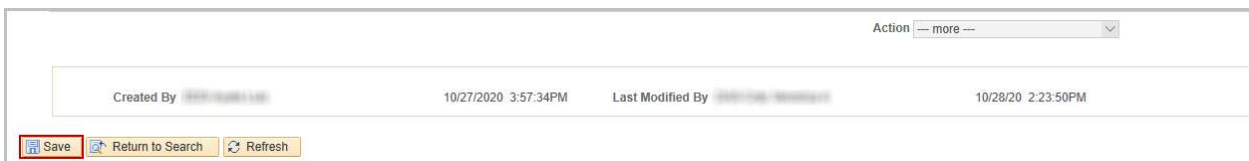
To resubmit a denied request, navigate to the request



Under the Action, select 05 – Request to Suspend 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 Suspended. An email will be sent to the P-Card Administrators.

Card Suspended Complete

Procurement Card successfully suspended for [REDACTED]

 [REDACTED]
[REDACTED]

[Reply](#) [Reply All](#) [Forward](#) [More](#)

Thu 10/29/2020 11:16 AM

Procurement Card has been suspended.

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