



Office of Campus Activities

How to Request a P-Card

1. Create a Purchase Request on the Nest (nest.cua.edu)
2. Under "Additional Information," select "Yes" to the first question "Does this Purchase Request seek the use of a Purchasing Card for pickup?"
3. List the date(s) you need the P-Card
 - P-Cards are given on a first-come, first-served basis. Request a P-Card early to have the best chance of receiving one, especially if you want it for a weekend.
4. Once the Purchase Request has been approved, you will receive a message with the comment notifying you that your P-Card will be ready for a specific day.
5. Pick up the P-Card from the Office of Campus Activities (Pryz 204) on the day you are approved to use it. It will be available beginning at noon until the office closes (M-Th at 7pm, F at 5pm).
6. Return P-Cards to the Office of Campus Activities by the next business day at Noon (12 pm). If it is needed for a longer period, please include that information in the "additional information" section.
7. When you return your P-card, you must include ALL original receipts when you return it to the OCA office. If you received the receipts electronically, you should forward them to cua-activities@cua.edu.
8. If you no longer need a P-card that you requested for a specific date, please email or call to inform OCA that you no longer need the card so it can be given to another organization, if needed.
9. If you have any questions, email cua-activities@cua.edu.

