

## **PCard Pickup Procedure**

Once you receive notification that there is a purchasing card available for you in Purchasing, you have 3 options for receipt of your card.

- 1) Pick up the card and sign for it in the presence of the Administrator
- 2) Using UNCW email, request a delegate pick up the card and sign for it on your behalf

Pick up hours: Wednesdays 12:30 – 3:30

Fridays 8:30 – 11:30

- 3) Using UNCW email, provide campus mail address to have the card be sent through campus mail (Once you receive your card, please email for your activation code, this will confirm you are in receipt of your card.)

Please respond to the notification email by indicating which one of the three options you choose to receive your card.