



## ChargeRX

### New P-card

- Fill out the P-card application and P-card Agreement, and obtain required signatures
- Turn into Purchasing

### Becoming a card manager

- Email Purchasing (Kimberly Herndon, Wendy Hunter, or Susan Cast) the following information
  - Full name of card manager
  - Employee ID#
  - Location of card manager
  - List of cards you will be managing
  - Name of previous card manager (if applicable)

### Getting access to ChargeRx

- Email Kim Herndon the following:
  - Full name
  - Employee ID#
  - Email address