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Commercial Card Paper Forms Sunsetting on February 12, 2024 [1]

December 4, 2023 by Staff [2]

On September 11, 2023, the PSC released new functionality in Concur that allowed for the electronic processing of Procurement and Travel Card applications and cardholder updates. Since then, we have continued to process submitted paper forms while encouraging use of the new Request process for applications and updates in Concur. We are thrilled to report that as of today more than 75% of all applications and cardholder updates since September 11th have been voluntarily submitted in Concur!

Beginning on **February 12, 2024**, we will require all card applications and update forms to be submitted through Concur Request. We will no longer accept the legacy “paper forms” that are downloaded and emailed to the Commercial Card office for processing. The legacy form web pages will be maintained for a brief transition period after February 12, 2024 to remind users of the updated and modernized process. Eventually, cardholders and applicants will be directed to the new process through the revised and updated PSC web pages on paying and expense management that are currently under construction.

In addition, we are pleased to announce that the Managed Spend card application and related updates will be available for processing in Concur Request on or before February 12, 2024 as well. Please be sure you are subscribed to the PSC blog to receive immediate updates when the new functionality is available.

More information on using Concur Request for Commercial Card program needs can be found on the Concur Card Application Requests and Other Release Updates [3] page on the PSC website.

Commercial Cards [4], Procurement Card [5], Travel Card [6]
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