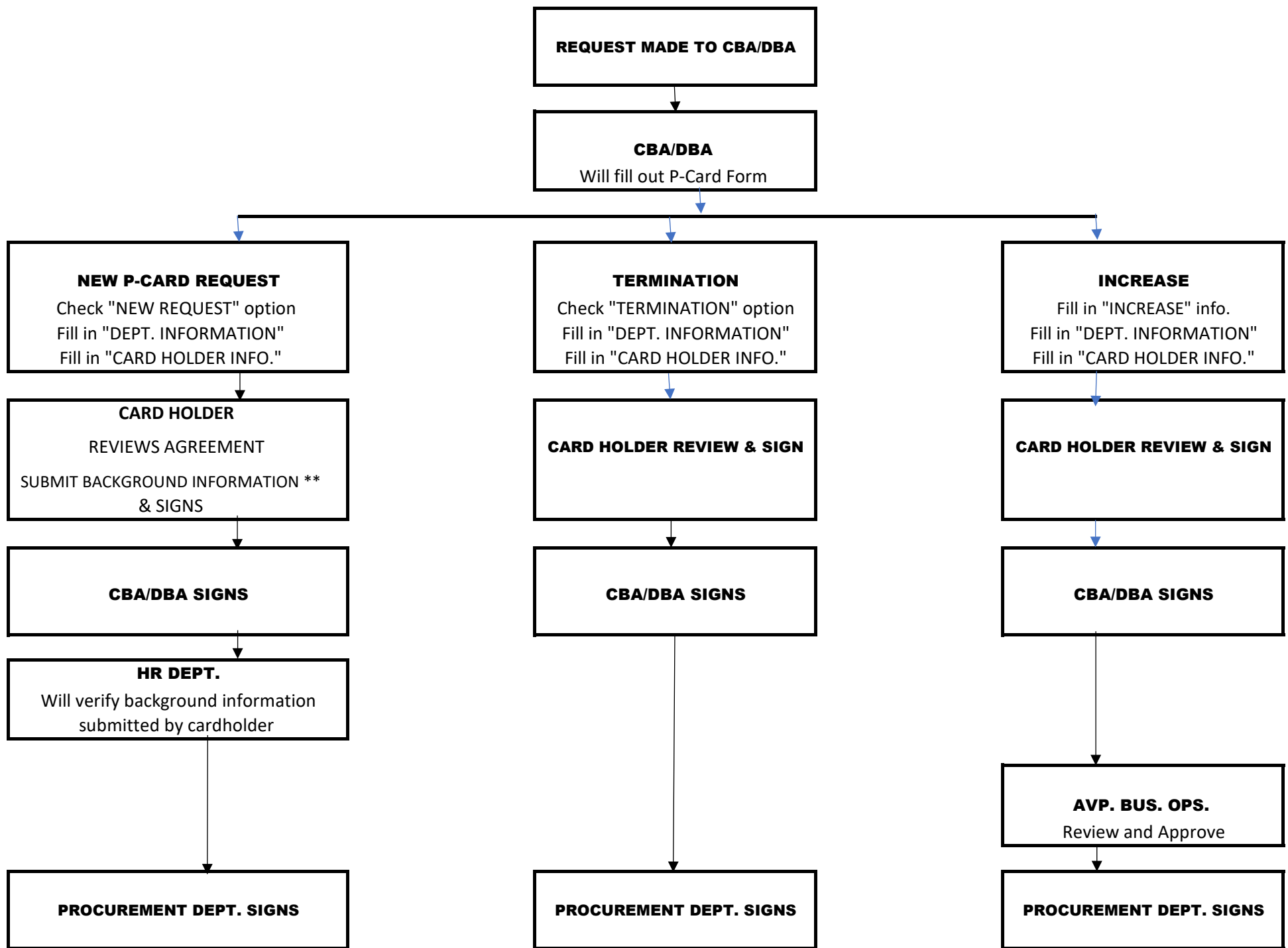


P-CARD PROCESS OVERVIEW



PLEASE NOTE: If additional approval is needed, the CBA/DBA will have the option to route the form to the department supervisor or department head to review, approve and sign.

**** NOTE:** The background check is for new hires initially and will then be done for all cardholders annually.