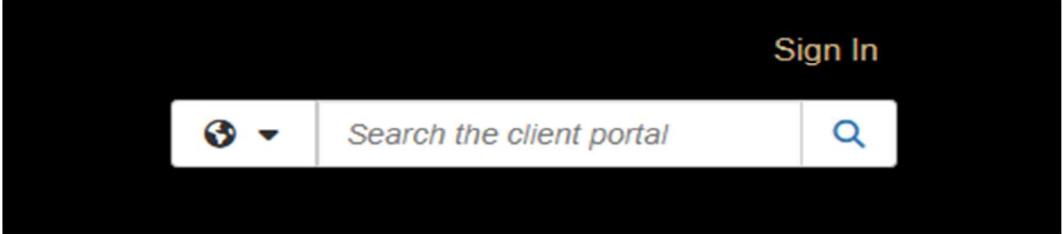





**Submitting PCard Documents and Receipts Using Service Portal**

**Last Updated:** 3/19/2025

Other PCard Resources: [Purchasing Card Information](#), [New Card Activation Instructions](#), [Best Practices for JPMorgan Cardholders](#), [Purchasing Card Manual](#), [Limit Increases/Change Requests](#)

<b>Accessing the Submission Form</b>	
Accessing the Ticketing Portal	Visit <a href="http://service.purdue.edu">service.purdue.edu</a> to go straight to the ticketing portal.
Log in	<div style="text-align: right; margin-bottom: 10px;"><b>Sign In</b></div>  <p style="text-align: center;">Log in using Dual Factor Authentication on the top right of your screen.</p>
Access Purchasing Center Service forms	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center; border: 1px solid #ccc; padding: 10px; width: 30%;">  <p><b>Information Technology</b></p> <p>Submit a request to Purdue IT</p> <p style="background-color: #d9c8a1; color: white; padding: 2px 5px; font-size: small;">Create an IT request tickets</p> <p>Something Broken? Report an issue.</p> <p style="background-color: #d9c8a1; color: white; padding: 2px 5px; font-size: small;">Report an Issue to Purdue IT»</p> </div> <div style="text-align: center; border: 1px solid #ccc; padding: 10px; width: 30%;">  <p><b>Business Operations Centers</b></p> <p>Purchasing Center Services.</p> <p style="background-color: #d9c8a1; color: white; padding: 2px 5px; font-size: small;">Purchasing Center Services»</p> <p>Employment Center Services.</p> <p style="background-color: #d9c8a1; color: white; padding: 2px 5px; font-size: small;">Employment Center Services»</p> </div> <div style="text-align: center; border: 1px solid #ccc; padding: 10px; width: 30%;">  <p><b>HR Service Center</b></p> <p>Human Resources Request .</p> <p style="background-color: #d9c8a1; color: white; padding: 2px 5px; font-size: small;">Submit Request »</p> <p>Looking for more information?</p> <p style="background-color: #d9c8a1; color: white; padding: 2px 5px; font-size: small;">Visit the Human Resources website</p> </div> </div> <p style="text-align: center; margin-top: 20px;">Scroll to the middle of the home page and select “Purchasing Center Services” from the “Business Operations Centers”.</p>

Select the "PCard Receipt" form

➔ Place order

➔ Invoice Payment (ZV60)

➔ Pcard Receipt

➔ Receipt of Goods

➔ One-time Vendor Payment

➔ Vendor Request/Change

➔ Personal Reimbursement

Select the PCard Receipt form from the available forms on the right side of the screen.

### Filling out the Form

Requestor

The "requestor" field will be pre-filled as the logged in user.

Department/Cost Center

Dept/Cost Center \* ⓘ

Start typing...

Mechanical

NW Mechanical & Civil Engineering (10540100)

WL Mechanical Engineering - Indy (65110000)

WL Mechanical Engineering (14090000)

Select your department name or enter your cost center.

Search all entries by clicking the magnifying glass on the right side of the text box to open the listing of all departments.

**NOTE:** Be sure to click the department belonging to your campus location (WL, NW, FW, etc.)

Contact	Select any additional users who should be notified about any questions or comments left by center staff.
Account Number	Enter the account number that should be used for the transaction. If you are splitting accounts, please make note of the percentage or dollar amount that should be applied to each account.
GL for Expense	If known, please supply the GL/commitment item for the expense.
Business Purpose/Benefit to the Account	Provide a description of the purpose of the purchase and the benefit to the account it will be charged to.
Attachments	Attach any receipts, approvals, or email trail that may be needed by your business office when reviewing transactions.
Submit	Submit the form once completed. You will receive the ID number of your submission on screen and a confirmation of submission in your email.