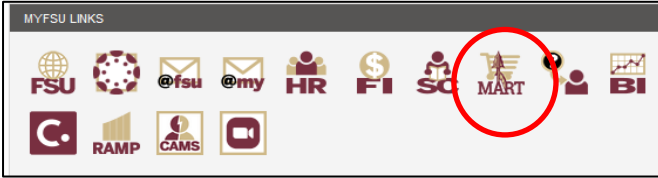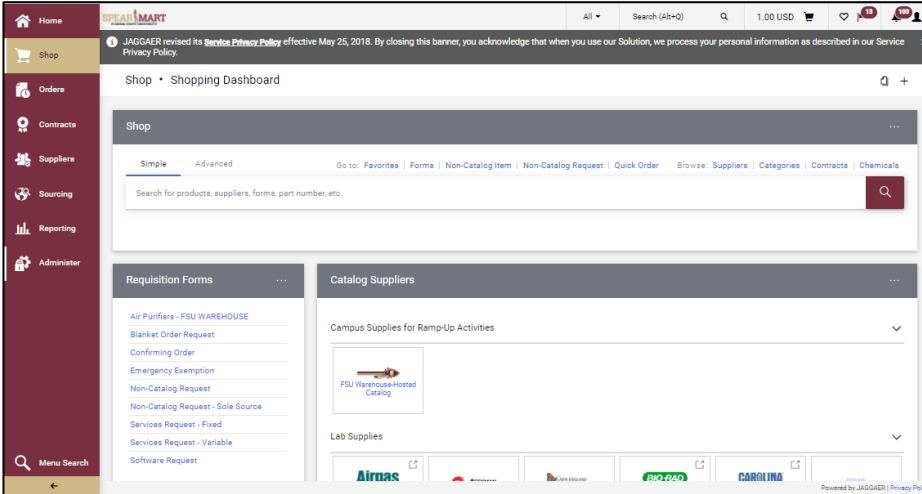Access SpearMart by navigating to https://my.fsu.edu/ and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:

The SpearMart Home page will open.

To submit a P-Card Card Holder or Proxy Termination/Transfer Form, scroll down on the page to find the list of Forms, which are found to the left of the catalog icons. For this example, a P-Card Holder Termination/Transfer Form needs to be submitted for an employee that is transferring to another department or leaving the University. Therefore, the P-Card Holder Termination/Transfer Request is selected. The tasks outlined in this Job Aid are the same for the Proxy Termination/Transfer, you would simply select that form to remove a Proxy from your department cardholders' records.
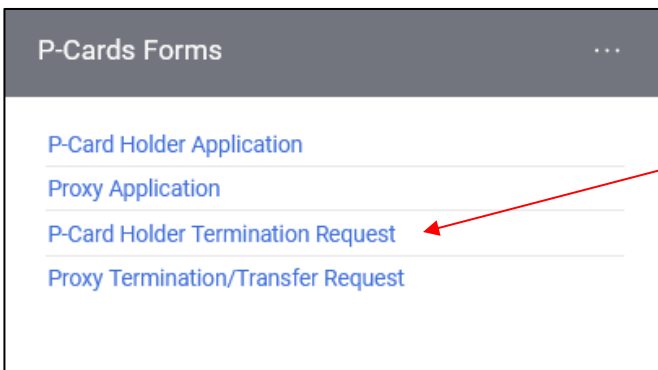
Select the "**P-card Holder Termination/Transfer**" Form by clicking on the name of the form.

The form will open.

Fill in all the required information. Any item with the title in **bold** means it is required. You cannot submit the form until this is done.

Once completed, review the notes in bold. By submitting this form, you are acknowledging the statement listed. When the approvers approve their step of this form process, they are acknowledging the statement, as it pertains to them as well.

Scroll to the top of the form and ensure that "Add and Go To Cart"
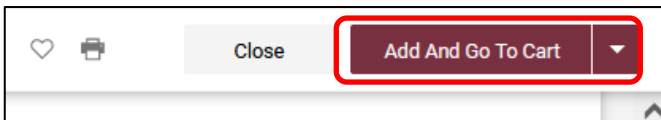
Your application will be placed in a shopping cart.

Once back in the shopping cart, there are two choices. You can either assign the cart to your requester or proceed to checkout.

For more information on assigning or submitting carts, see the job aids titled, "**Assigning Your Shopping Cart**" or "**Completing a Requisition**".