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 Holder or Proxy Application, 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 Application needs to be submitted for a new employee in the office. Therefore, the P-Card Holder Application is selected. The tasks outlined in this Job Aid are the same for the Proxy Application, you would simply select that form to become a Proxy.

Select the “P-card Holder Application” Form by clicking on the name of the form.

The form will open.
JOB AID
Submitting a P-Card Holder or Proxy Application

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.

Click to select if the form is for a new Cardholder or a name change for an existing one.

Enter the Default Department ID and Fund to be used on the card. **Note:** Typically C&G budgets cannot be used as the defaults and special authorization from the Sponsored Research Specialist must be obtained prior to allowing this. You must also provide an E&G or auxiliary budget as a backup if a C&G budget is desired.

Enter the applicant’s name, birth date, employee ID number, OMNI User Name, Department, Business Address, City, State, Zip and Mail Code, Telephone (must be the FSU phone number) and FSU email address in the appropriate fields. **Note:** Yahoo, Google, AOL or other non-FSU email addresses are not acceptable.
Once completed, review the certification statement for the Cardholder. By submitting this form, you are agreeing to the statement listed. When the approvers approve their step of this form process, they are agreeing to the statement that 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”.

Below is a picture of the Proxy Application. The Instructions are the same as for the Cardholder Application. Fill in the required items and submit or assign the cart for approval.
When submitting, assigning, or approving, the individuals are certifying to the below statements on the Proxy Application form:

**Proxy/Back-Up Proxy**

By submitting this form, I am in agreement that I will fully comply with all the Purchasing Card Program terms and conditions of the Florida State University and Bank of America.

**Dean/Department Head**

By approving this form, I am in agreement that the Proxy designated above is responsible to log/review and reconcile all departmental charges procured with the Florida State University VISA Purchasing Card. This individual is aware of acceptable purchases within the Authorized Budget(s), and will fully comply with all the Purchasing Card Program terms and conditions of the Florida State University and the Bank of America.

**Budget Account Manager**

By Approving this form, I acknowledge that Florida State University VISA Purchasing Card has been issued to individual(s) within this department, and the Purchasing Card utilizes uncapped dollar amount.