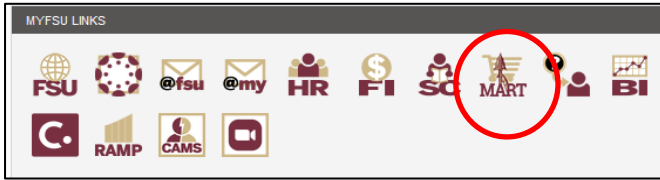
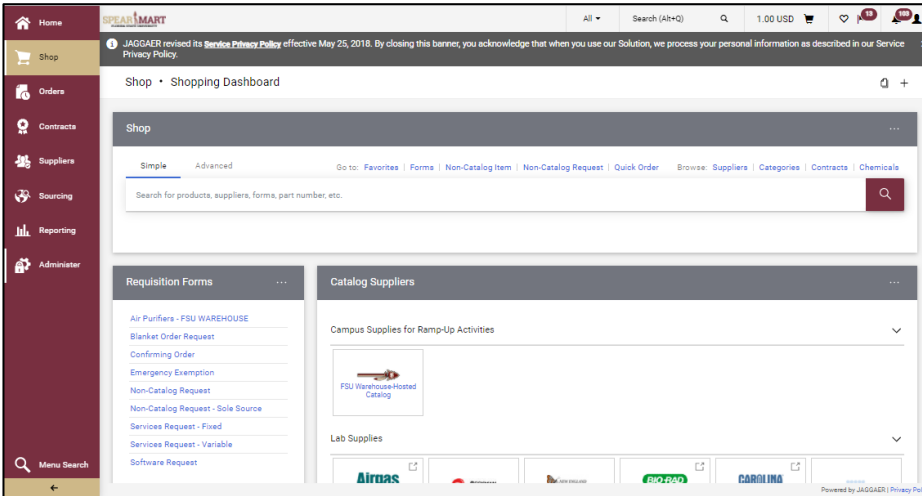


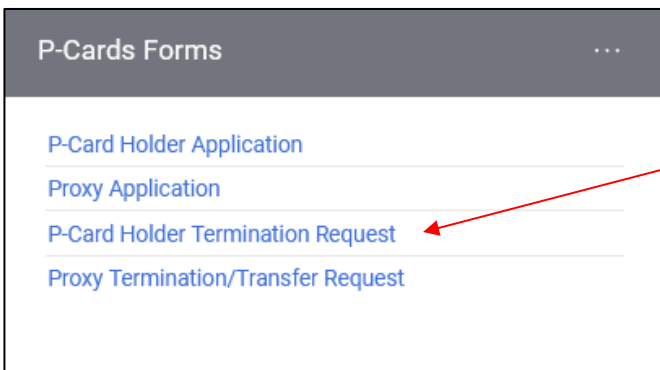
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



The SpearMart Home page will open.



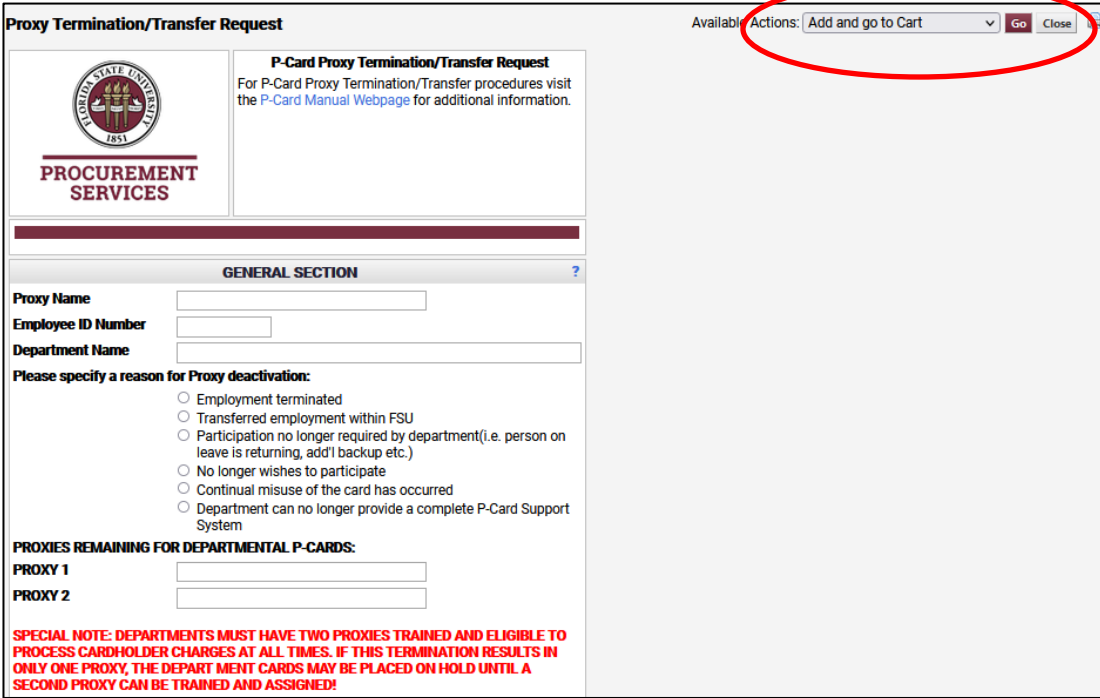
To submit a P-Card Card Holder or Proxy Termination/Transfer Form, scroll down on the page to find the list of Forms, which are found to the left of the catalog icons. For this example, a P-Card Holder Termination/Transfer Form needs to be submitted for an employee that is transferring to another department 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.



Proxy Termination/Transfer Request

Available Actions: Add and go to Cart Go Close

P-Card Proxy Termination/Transfer Request
For P-Card Proxy Termination/Transfer procedures visit the [P-Card Manual Webpage](#) for additional information.

PROCUREMENT SERVICES

GENERAL SECTION

Proxy Name

Employee ID Number

Department Name

Please specify a reason for Proxy deactivation:

- Employment terminated
- Transferred employment within FSU
- Participation no longer required by department (i.e. person on leave is returning, add'l backup etc.)
- No longer wishes to participate
- Continual misuse of the card has occurred
- Department can no longer provide a complete P-Card Support System

PROXIES REMAINING FOR DEPARTMENTAL P-CARDS:

PROXY 1

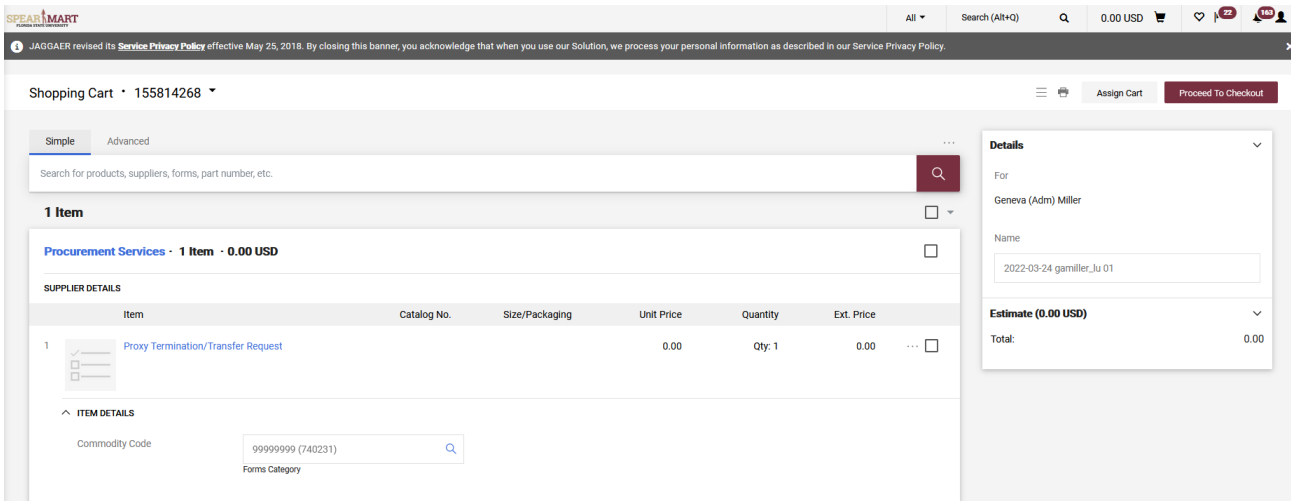
PROXY 2

SPECIAL NOTE: DEPARTMENTS MUST HAVE TWO PROXIES TRAINED AND ELIGIBLE TO PROCESS CARDHOLDER CHARGES AT ALL TIMES. IF THIS TERMINATION RESULTS IN ONLY ONE PROXY, THE DEPARTMENT CARDS MAY BE PLACED ON HOLD UNTIL A SECOND PROXY CAN BE TRAINED AND ASSIGNED!

Once completed, review the Special Note. 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" is in the Available Action field, then click "Go".

Your application will be placed in a shopping cart.



Shopping Cart • 155814268

Assign Cart Proceed To Checkout

Simple Advanced

Search for products, suppliers, forms, part number, etc.

1 Item

Procurement Services • 1 Item • 0.00 USD

SUPPLIER DETAILS						
Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1		Proxy Termination/Transfer Request	0.00	Qty: 1	0.00	

ITEM DETAILS

Commodity Code: 99999999 (740231)
Forms Category

Details

For: Geneva (Adm) Miller

Name: 2022-03-24 gamiller_ju 01

Estimate (0.00 USD)

Total: 0.00

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"**.