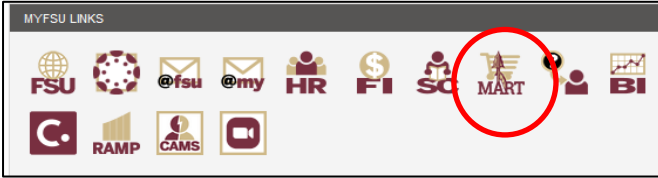
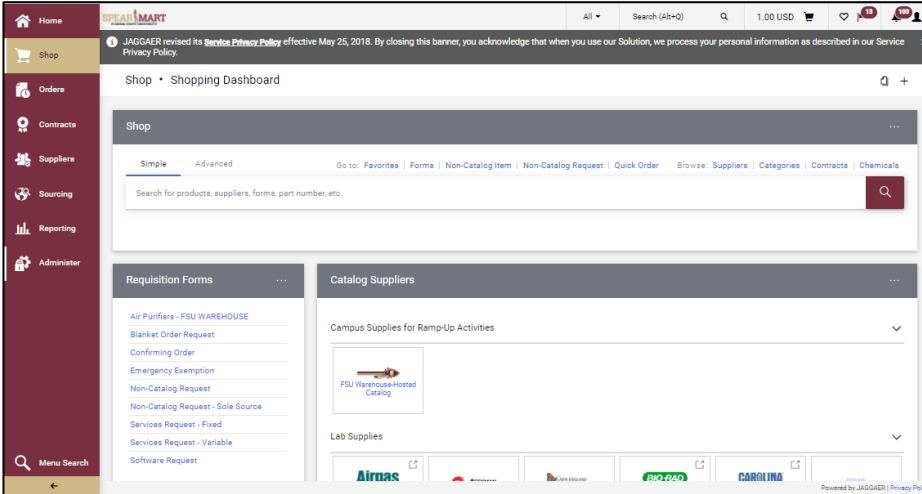


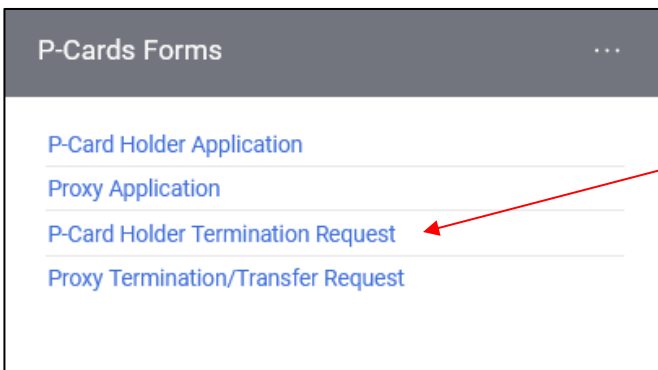
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



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.

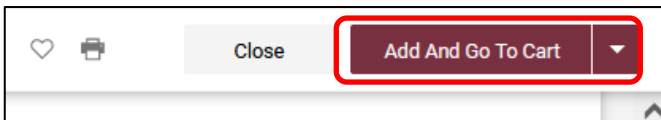
The form will open.

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.

The screenshot shows a web form titled "P-Card Holder Termination Request" from Procurement Services. It includes a header with the Florida State University logo and a link to the P-Card Manual. The form has a "GENERAL SECTION" with fields for "Employee Name", "Employee ID Number", and "Last 4 Digits of Card". Below these fields is a section for "Supervisor or Dean/Department Head" with a bolded statement: "By approving this form, I confirm the following:" followed by three bullet points: "the request to cancel the P-Card account for the person identified above.", "I have verified all receipts have been received for any outstanding charges.", and "and I certify that the card has been destroyed."

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**".