Small Purchase Charge Card (SPCC) Management

Let's look at the steps to add, view, and use SPCC.

1. On the eVA home page, click the drop-down besides your user name.
2. Select the **My Profile** option from the drop-down.
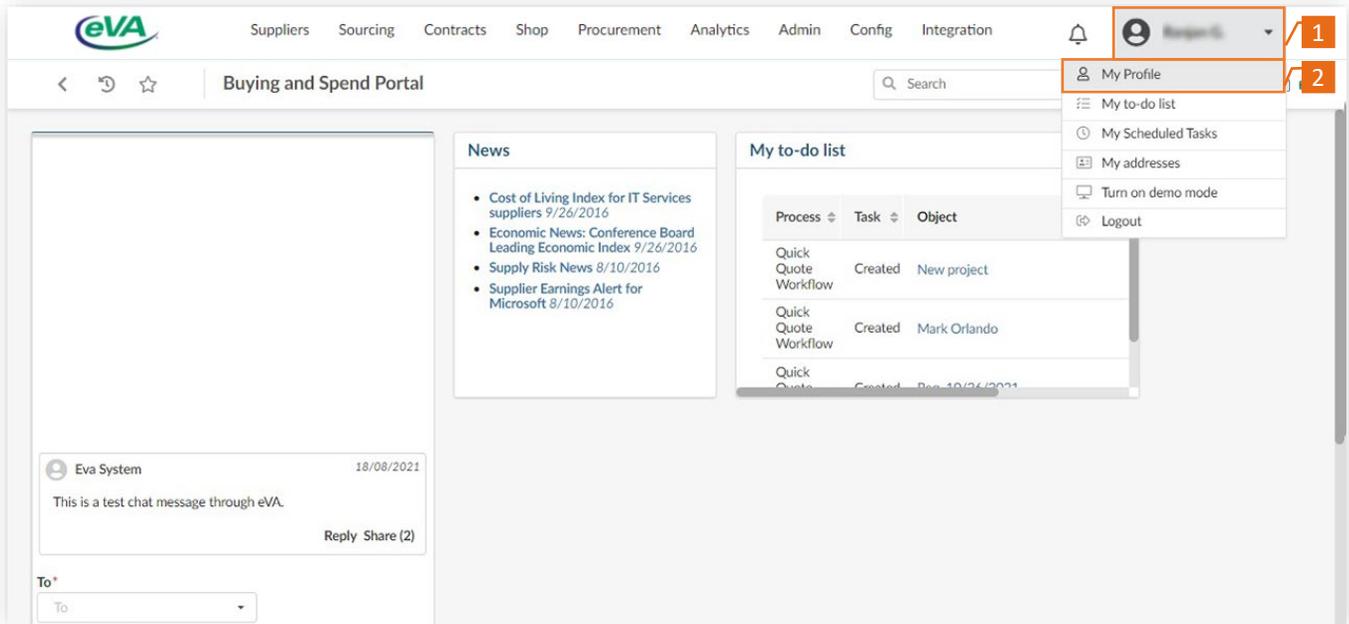
As a result, the **Profile Management** screen is displayed.

Scroll down to view the **Pcard Info** section.
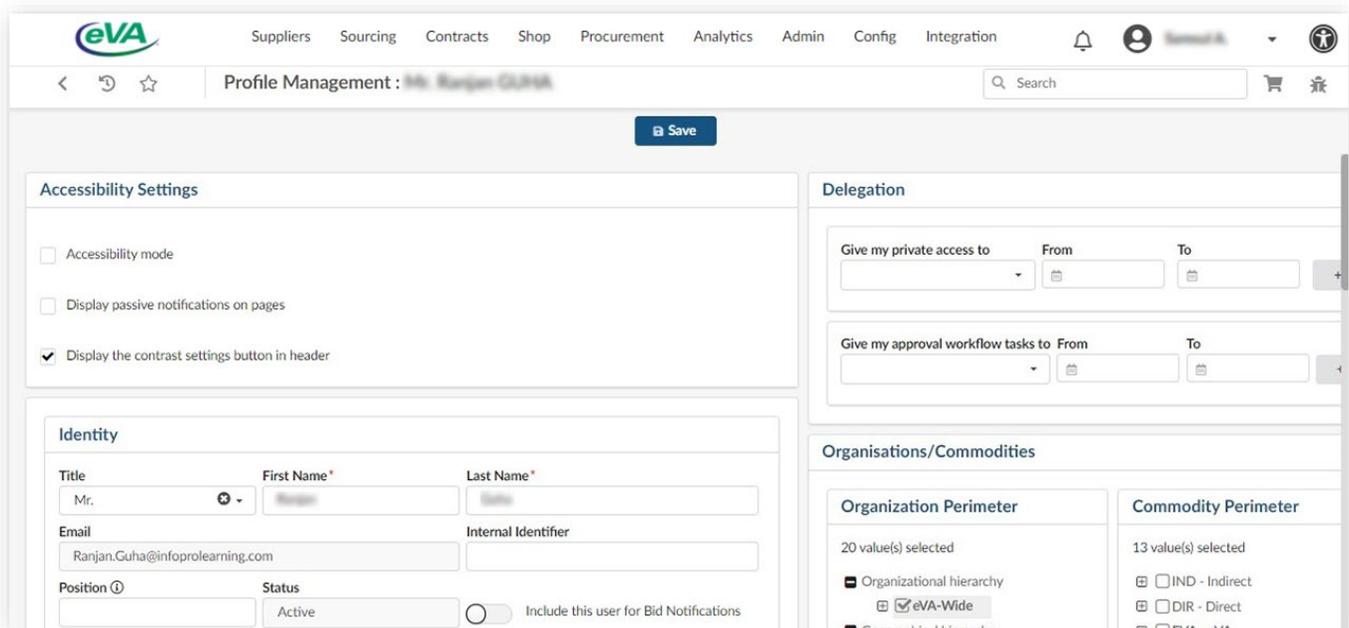
3. Go to the Pcard Info section under **My Profile**.
4. Click **Add Pcard.**
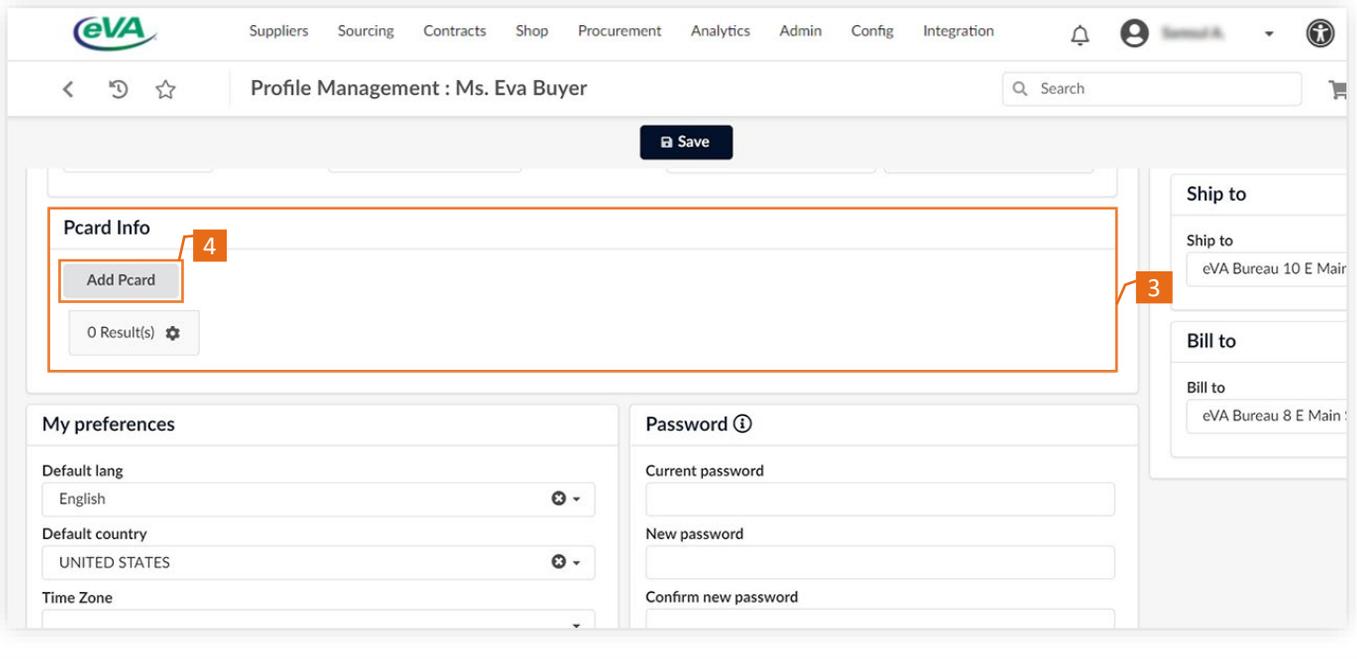
The **PCard Manage** page displays.
*Please note that your name appears by default in the **User Login** field.*
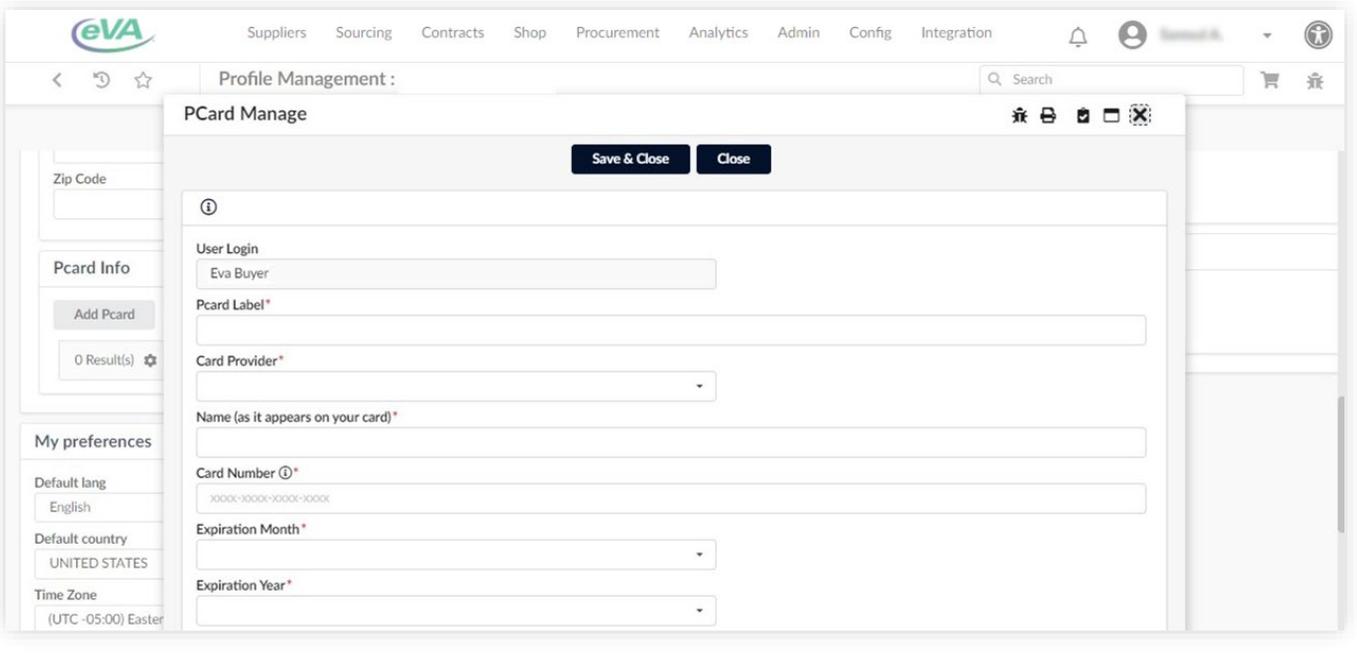
5. Fill in the required fields (denoted by a red asterisk).
6. Click **Save & Close.**
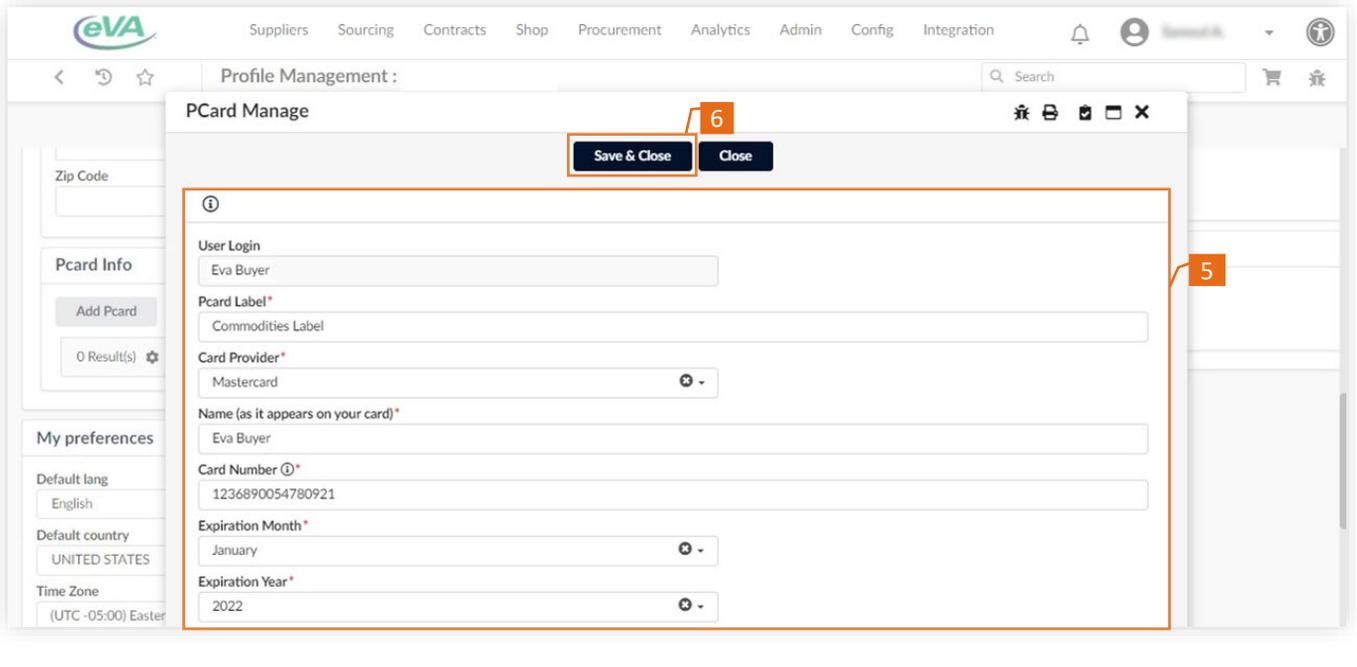
To view this Pcard:

7. Go back to the **Pcard Info** section.
8. Click the **Edit** (pencil) or **Delete** (trash can) icons, if required.

Once saved to your user profile, the SPCC will be instantly available for a transaction.
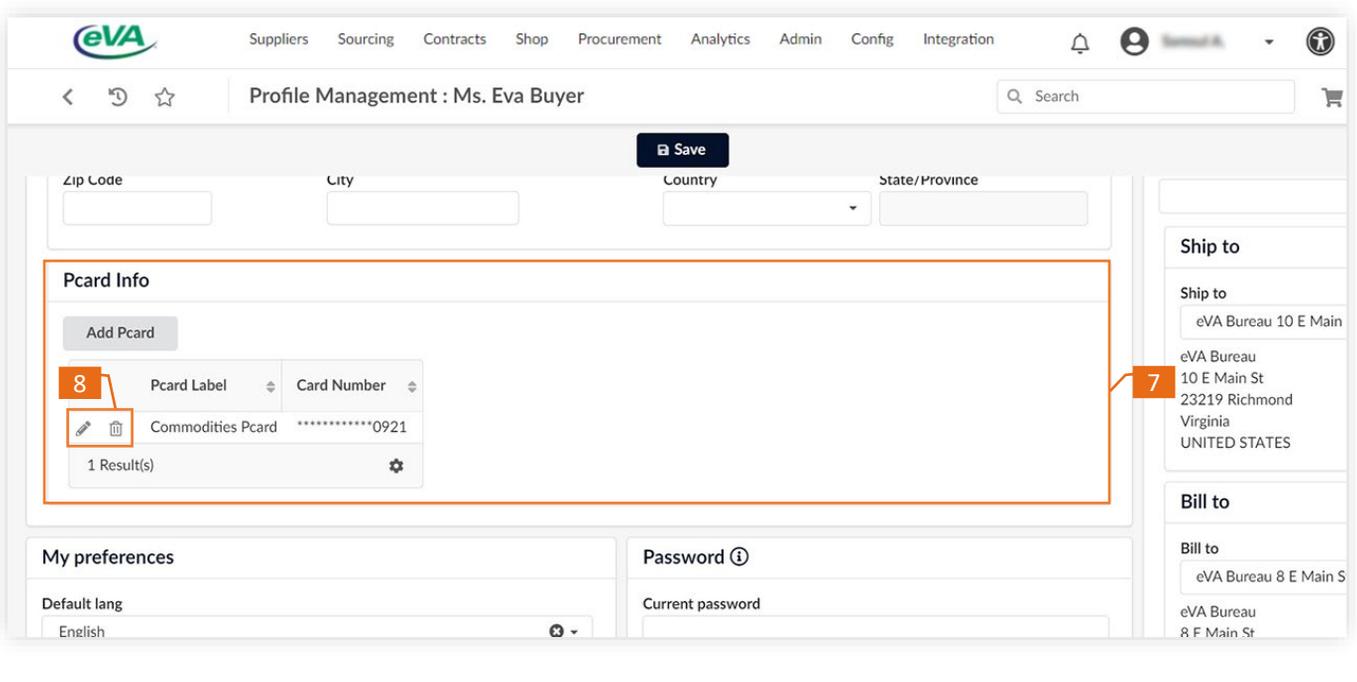
To use the new SPCC for a transaction:

9. Select the **Pcard** tab, on the requisition page.

10. Select the required SPCC from the Select **Applicable Pcard** drop-down list.

*Please note, the list excludes cards in **'Delete'** status.*