

Purchasing Card FAQ's

I would like a Visa card. How do I get one?

You can obtain a purchasing card (or p-card) by filling out the application and the acknowledgement F15.ran

The p-card cannot be used for any travel or hospitality related purchases. Please see page 4 of the [P-card Guide](#)

I've lost my card, what do I do?

If you are changing jobs, taking a leave of absence or leaving your job at Western permanently you are required to contact your plan administrator. The card will be cancelled on your last day of employment with W