Manage P-Card Information in eVA

November 18

Use this guide to add a new P-Card to your eVA user profile or update an existing P-Card in eVA. Once a P-Card is added to the user profile, it will become the default payment method for all purchases under $2,000. The P-Card may not be used for orders over $2,000.

*The eVA system will update within 24-hours. The P-Card will not be available for use until after the system update.

Step-by-Step

2. Select “Buyer Login” and then “Login with Agency account.”
3. Choose [George Mason University](https://www.gmu.edu), then enter NetID and password (same as Patriot Web).
4. Select “Preferences” from the top menu bar.
5. Select “Manage PCard Information.”
6. To add a new P-Card select “Create New P-Card.” or, to modify an existing P-Card click on the P-Card Alias name.
7. Complete the required information on the P-Card Details screen.
   a. Enter the card number into the P-Card Number field and the Confirm field.
   b. The P-Card Alias should be the P-Cardholders NetID and the last four digits of the card number (Example: jadams15####).
   c. Enter the Cardholders name as shown on the card.
   d. Personal Liability field should be “No.”
   e. P-Card Type is “Purchase Card.”
   f. Enter the expiration date on the card in MM/DD/YYYY format. For the day, enter the last day of the expiration month (Example: card expired 10/20, enter the date 10/31/2020).
   g. Click the Submit button. A screen confirming the changes will appear. Click “OK” to return to the “Preferences” menu.
8. Select “Return to Portal Home Page” from the left side menu to return to the eVA homepage.

For assistance with eVA please contact the eVA Administrator at [evaadmin@gmu.edu](mailto:evaadmin@gmu.edu) or call Ext. 3-2580. Additional quick guides and references for eVA may be found online at [https://fiscal.gmu.edu/training/obtain-training-materials/](https://fiscal.gmu.edu/training/obtain-training-materials/).