

Tips for Traveling with your PCard

Before you travel:

- Register for Global Card Access: <https://spacardportal.works.com/gar/login>
- Know your PIN number
- Know your spending limits; submit increase requests if necessary
- Review allowed spending profiles and update if meals or entertainment will be needed for your trip

Travel Notes are no longer necessary

To avoid declines while traveling:

- Do not bypass PIN entry
- Use the correct university billing address: 2721 Sullivan Drive, Campus Box 7212 Raleigh, NC 27695
- When possible, insert the card at the merchant's device to use the chip instead of Tap to Pay

If you experience a decline, do not retry the transaction more than once. Contact Card Services at cardservices_purchasing@ncsu.edu. Card Services will only communicate through your @ncsu.edu email.

Need to Contact Bank of America?

- Call 888-449-2273
- Provide:
 - Name of the program administrator: Paislee Thomas or Beth Milchuck
 - Verification ID: 122819771
 - Phone number: 919-515-8097
 - Billing Address: 2721 Sullivan Drive, Campus Box 7212 Raleigh, NC 27695

**Check out the PCard Manual
for Cardholders:**

<https://go.ncsu.edu/pcard-ch>

