Purchasing Card (PCard) Application Process

The PCard is a corporate credit card, designed to allow UM departments flexibility when purchasing **authorized commodities** under $2,500. Use this guide to apply for a PCard.

**PCard Application Steps**

1. **Email** pcard.ap@miami.edu. Include the following information:
   - Applicant’s full name
   - Applicant’s department
   - “Requesting a PCard application"

2. Applicant completes the ULearn course **Purchasing Card Education (U.S. Bank)** with a score of 100%. **TIP**: Chrome is the preferred browser

3. Both the applicant and applicant’s supervisor will need to send separate emails to pcard.ap@miami.edu. Include the following information:
   - A signed **PCard Responsibilities Agreement Form** (sent by both applicant and supervisor)
   - Type “I accept responsibility for the use of the PCard” (sent by both applicant and supervisor)

4. The Corporate Cards office will request U.S. Bank to send the applicant the instructions and link to the online application.
   - The applicant should watch for an email from “U.S. Bank.”
   - When completing the application:
     - **Home delivery address @miami.edu**
     - **UM delivery address @med.miami.edu @rsmas.miami.edu @law.miami.edu**

**TIPS for Application Form**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>TIP</th>
</tr>
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<tr>
<td>Account Owner’s Information</td>
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<tr>
<td>Comments</td>
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</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Social Security Number</td>
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For questions, contact pcard.ap@miami.edu.