**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.

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**Before Application Process:** The PCard is a corporate credit card, designed to allow UM departments flexibility when purchasing authorized commodities under $2,500.

**Check if the following apply:**
- Cardholder department leaving or there is no cardholder in the department currently.

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**PCard Application Steps**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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</table>
| 1. | Email [pcard.ap@miami.edu](mailto: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  
  ![Purchasing Card Education](https://example.com) |
| 3. | Both the applicant and applicant’s supervisor will need to send separate emails to [pcard.ap@miami.edu](mailto: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 email.”  
  - When completing Home delivery address @miami.edu  
  - UM delivery address @med.miami.edu  
  @rsmas.miami.edu  
  @law.miami.edu |
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**TIPS for Application Form**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>TIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Owner’s Information</td>
<td>(leave blank)</td>
</tr>
<tr>
<td>Comments</td>
<td>Enter Employee ID (E.g., 5xxxxxxx)</td>
</tr>
<tr>
<td>Optional 2</td>
<td>Find Employee ID in Workday</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>(Cardholder’s work or home address)</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>(Enter 5 zeros, followed by the last 4 digits of the Workday employee ID. E.g., 000-00-####)</td>
</tr>
</tbody>
</table>

For questions, contact pcard.ap@miami.edu.