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.

<table>
<thead>
<tr>
<th><strong>PCard Application Steps</strong></th>
<th>Include the following information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Email <a href="mailto:pcard.ap@miami.edu">pcard.ap@miami.edu</a>.</td>
<td>• Applicant’s full name</td>
</tr>
<tr>
<td></td>
<td>• Applicant’s department</td>
</tr>
<tr>
<td></td>
<td>• “Requesting a PCard application”</td>
</tr>
</tbody>
</table>

2. Applicant complete the [ULearn course](http://www.purchasing.miami.edu) Purchasing Card Education (U.S. Bank).
   - Chrome is the preferred browser
   - A score of 100% is required.

3. Both the applicant and applicant’s supervisor will need to send separate emails to pcard.ap@miami.edu
   - The separate emails should include the following information:
     - A signed [PCard Responsibilities Agreement Form](http://www.purchasing.miami.edu) (applicant and supervisor)
     - Type “I accept responsibility for the use of the PCard” (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, designate the delivery address as the applicant’s home address.

Contact pcard.ap@miami.edu with any questions.