# 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.

## 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 complete 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](mailto:pcard.ap@miami.edu)  
   The separate emails should include the following information:  
   - A signed [PCard Responsibilities Agreement Form](mailto:pcard.ap@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. |

## 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></td>
</tr>
</tbody>
</table>
| Optional 2                       | Enter Employee ID (I.e. 5xxxxxxx)  
   **This can be found in Workday.** |
| Mailing Address                  | (Cardholder’s work or home address)                                  |
| Social Security Number           | (Enter 5 zeros, followed by the last 4 digits of the Workday employee ID.  
   eg. 000-00-####)                                                    |

Contact [pcard.ap@miami.edu](mailto:pcard.ap@miami.edu) with any questions.