



## Communication 1: ULearn Purchasing Card (PCard) Refresher Training

University Purchasing Cardholders:

You have been identified as having an active Purchasing Card. All cardholders who completed the initial 1-hour CBL before March 1, 2023, are required to complete the *Purchasing Card (PCard) Refresher Training*. The refresher has been assigned in *ULearn* and appears under *My Transcripts*. This half-hour course provides an overview of important cardholder information including updates surrounding compliance, policies, and procedures and is required every two years. If a cardholder does not complete this Refresher CBL by January 26, 2024, the card will be suspended until completed.



### Purchasing Card (PCard) Refresher Training

Online Class | University of Miami | \$0.00

The purpose of this module is to provide current cardholders, supervisors, and administrative assistants with a refresher for **Purchasing Card** policies, procedures, and other important information.

Should you have any questions please feel free to contact Heidi Tyre [htyre@miami.edu](mailto:htyre@miami.edu) or send an email to [pcard.ap@miami.edu](mailto:pcard.ap@miami.edu).

