Corporate Card Forms Tutorial

Use this tutorial as a guide to complete the *PCard Responsibilities and Agreement* Form, the *Travel Card Use Agreement* Form, and the *Missing Receipt Affidavit* Form.

Corporate Card Forms	
1. Go to the <u>Purchasing Forms</u> website.	https://purchasing.miami.edu/forms/index.html
 Find the Corporate Cards heading and select the form. 	Corporate Cards Misuse Form (PCard and Travel Card) >
 Click the download icon. (Upper right corner) 	►
 4. Save the file. A pop-up Dialog box will appear. <i>File name</i>: PCard responsibilities <i>Save as type</i>: Adobe Acrobat Document <i>TIP</i>: Choosing Adobe Acrobat Document will open form in Adobe Acrobat application for access to complete the form. 	Save As × ← → · ↑ > This PC > Desktop > · ↓ ▷ ▷ Search Desktop Organize · New folder Image: Powerpoint fold Image: Powerpoint fold ○ E prend_responsibilities2019 · ↓ ○ Image: Powerpoint fold ○ Image: Powerpoint fold Image: Pictures Image: Powerpoint fold ○ Image: Powerpoint fold ○ Image: Powerpoint fold Image: Super User PP Fc Image: Powerpoint fold Image:
 5. Complete the <i>Cardholder</i> section in Adobe Acrobat <i>T/P:</i> After document is saved open with system viewer to open in Adobe <i>T/P:</i> After adding signature press spacebar in signature box to clear any errors 	I understand ti PCard at any Card upon req bank, or imme Open g, if I Open with system viewer ank, c Always open with system viewer op, rel Show in folder and th Cancel Were
6. Click File > Save As.	Open Ctrl+O Reopen PDFs from last session Create > Insert Pages > Save As Shift+Ctrl+S Save As Shift+Ctrl+S Save as Other > Export To > Protect Using Password >

7.	Attach to email and forward to supervisor for completion.	
8.	Supervisors will complete the fields and click Submit . <i>TIP:</i> Missing Receipt Affidavit does not have a <i>Submit</i> button	SUBMIT
9.	The form will be emailed to Corporate Card Services.	Travel Card: <u>travelcard.ap@miami.edu</u>
		Purchasing Card:pcard.ap@miami.edu

For questions, contact:

PCard.ap@miami.edu or TravelCard.ap@miami.edu