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.

Before Application Process: **The PCard is a corporate credit card, designed to allow UM departments flexibility when purchasing authorized commodities under $2500.**

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

PCard Application Steps

1. Email 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** (U.S. Bank) Online Class | University of Miami | $0.00
3. Both the applicant and applicant's supervisor will need to send separate emails to 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

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.

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