

# 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

<p>1. Email <a href="mailto:pcard.ap@miami.edu">pcard.ap@miami.edu</a>.</p>	<p>Include the following information:</p> <ul style="list-style-type: none"> <li>• Applicant's full name</li> <li>• Applicant's department</li> <li>• "Requesting a PCard application"</li> </ul>
<p>2. Applicant completes the <a href="#">ULearn</a> course <i>Purchasing Card Education (U.S. Bank) with a score of 100%</i>. <b>TIP:</b> Chrome is the preferred browser</p>	 <p><b>Purchasing Card Education (U.S. Bank)</b> Online Class   University of Miami   \$0.00</p>
<p>3. Both the applicant and applicant's supervisor will need to send separate emails to <a href="mailto:pcard.ap@miami.edu">pcard.ap@miami.edu</a></p>	<p>Include the following information:</p> <ul style="list-style-type: none"> <li>• A signed <a href="#">PCard Responsibilities Agreement Form</a> (sent by both applicant and supervisor)</li> <li>• Type "I accept responsibility for the use of the PCard" (sent by both applicant and supervisor)</li> </ul>
<p>4. The Corporate Cards office will request U.S. Bank to send the applicant the instructions and link to the online application.</p>	<ul style="list-style-type: none"> <li>• The applicant should watch for an email from "U.S. Bank email."</li> <li>• When completing</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Home delivery address <a href="mailto:@miami.edu">@miami.edu</a></p> </div> <div style="text-align: center;">  <p>UM delivery address <a href="mailto:@med.miami.edu">@med.miami.edu</a> <a href="mailto:@rsmas.miami.edu">@rsmas.miami.edu</a> <a href="mailto:@law.miami.edu">@law.miami.edu</a></p> </div> </div>

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### TIPs for Application Form

Field Name	TIP
Account Owner's Information	(leave blank)
Comments	
Optional 2	Enter Employee ID (E.g., 5xxxxxx) <a href="#">Find Employee ID in Workday</a>
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. E.g., 000-00-####)

For questions, contact [pcard.ap@miami.edu](mailto:pcard.ap@miami.edu).