

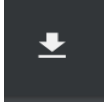
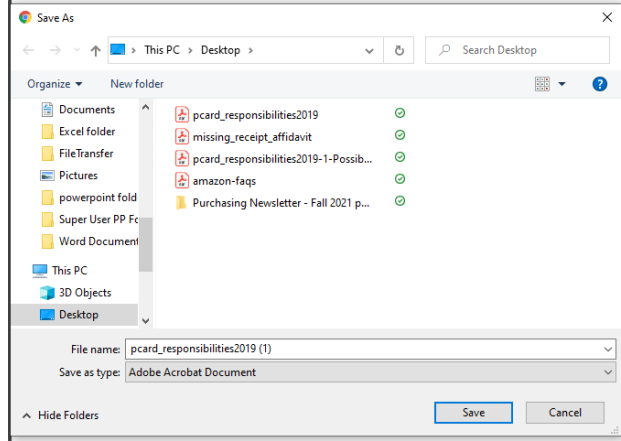
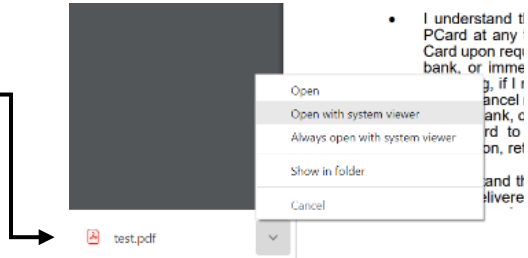
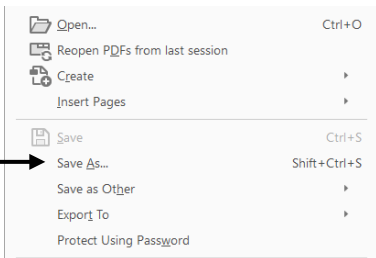
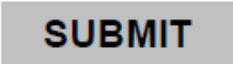


Corporate Card Forms Tutorial

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 Purchasing Forms website.	https://purchasing.miami.edu/forms/index.html
2. Find the <i>Corporate Cards</i> heading and select the form.	 
3. Click the download icon. (Upper right corner)	
4. Save the file. A pop-up Dialog box will appear. <ul style="list-style-type: none"> • File name: PCard responsibilities • Save as type: Adobe Acrobat Document TIP: Choosing Adobe Acrobat Document will open form in Adobe Acrobat application for access to complete the form.	
5. Complete the <i>Cardholder</i> section in Adobe Acrobat <p>TIP: After document is saved open with system viewer to open in Adobe</p> <p>TIP: After adding signature press spacebar in signature box to clear any errors</p>	
6. Click File > Save As.	

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	
9. The form will be emailed to Corporate Card Services.	Travel Card: travelcard.ap@miami.edu Purchasing Card: pcard.ap@miami.edu

For questions, contact:

PCard.ap@miami.edu

or

TravelCard.ap@miami.edu