

## Applying for an FAU pCard

**Step 1: Determine which type of Purchasing Card you need:** We currently offer two types of pCards as follows:

**Commodities Only:** This is the basic pCard which allows for the purchase of many goods and services including conference and membership fees. (All types of travel expenses are blocked on this card)

**Commodities Plus Travel:** This card includes all the features of the Commodities Only card and adds hotel accommodations, airlines, public transportation, parking fees, vehicle rental and gasoline (for rental cars and official university vehicles only).

**Note that *meals* are not permitted on either pCard type. Instead qualified travelers will be eligible for a per diem meal reimbursement in accordance with university travel guidelines.**

**Step 2: Complete forms:** Cardholders should sign-up for the program by completing the Cardholder Agreement Form<sup>1</sup> and the Cardholder Profile Information Form<sup>1</sup>. for the Commodities Only pCard. If you are requesting the Commodities Plus Travel pCard you must also complete the Cardholder Travel Addendum<sup>1</sup>. Send all forms to the Purchasing Department for processing, Administration Bldg., Rm 121.

**Step 3: Attend Training:** Once you have submitted the required forms you will be contacted by the appropriate program staff to schedule certification training. You will receive and activate the card during this class.

Cardholder applicants will be contacted by the Purchasing Department to arrange for certification training. The duration of the class is as follows:

Commodities Only Card: (approximately 60 minutes)

Commodities Plus Travel Card: (approximately 90 minutes)

<sup>1</sup>All forms are available online at <http://www.fau.edu/purchasing/forms.php> located under "Purchasing Card Forms".