

## Applying for an FAU pCard

**Step 1:** 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).

**Step 2:** Cardholders should sign-up for the program by completing the Cardholder Agreement Form and the Cardholder Profile Information Form for the Commodities Only pCard. If you are requesting the Commodities Plus Travel pCard you must also complete the Cardholder Travel Addendum. Send all forms to the Purchasing Card Administrator for processing,

**Step 3:** Once you have submitted the required forms you will receive a link to complete online pCard training. You must obtain an 80% or higher grade to pass. When completed, you will be able to come pick up your pCard.

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