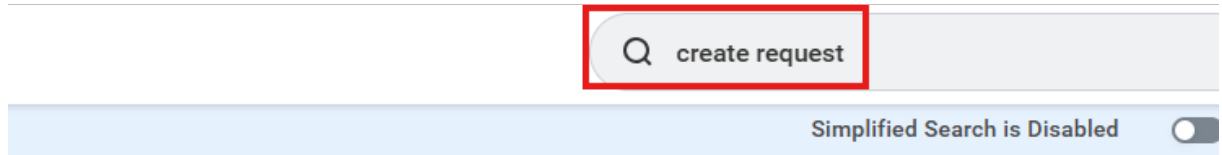


How to Modify P-Card Request

Please note this is a form used by employees with an EXISTING FAU pCard or gCard.

1. On the Workday search box, type in, Create Request

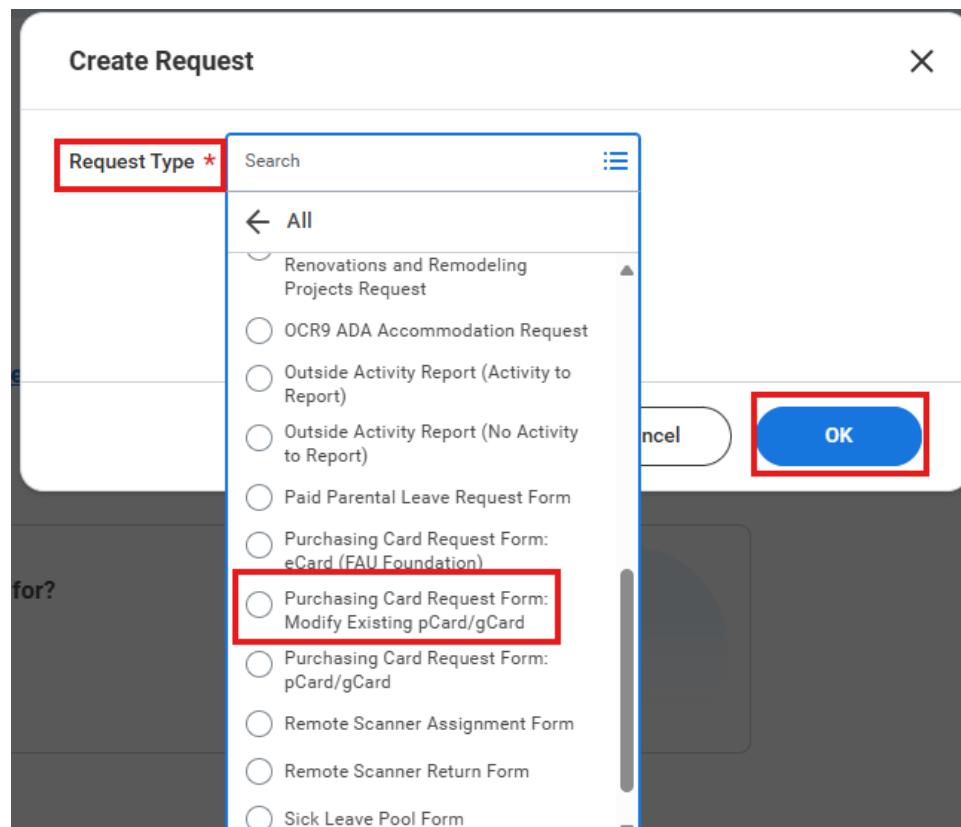


Tasks and Reports



2. Select Create Request, and under Request Type, scroll to Purchasing Card Request Form:

Modify Existing P-Card and select OK



3. Fill out all required information on the Purchasing Card Request Form by following the instructions thoroughly. **Please note** - written approval from Cost Center Manager must be attached along with a detailed justification for the change.

This request form will be used by employees who would like to modify an EXISTING FAU pCard or gCard.

APPROVAL FROM COST CENTER MANAGER MUST BE ATTACHED IN THE ATTACHMENTS SECTION PRIOR TO SUBMISSION.

Date of request
(Required)

MM/DD/YYYY

Enter employee's full name.
(Required)

Provide last four digits of the purchasing card.
(Required)

0

Please select purchasing card(s). Choose one option.
(Required)

☐ FAU: VISA pCard (Goods/Services Only)
☐ FAU: VISA pCard (Goods/Services & Travel Expense)
☐ FAU: VISA pCard (Change Existing Profile)
☐ FAU: VISA gCard (Gas Card)

Submit

Save for Later

Cancel

4. Please ensure to read the section below thoroughly as you are certifying you have read and understand the above. **Please note:** a link to the PCard manual and the Expense/Travel Manual are provided. Make sure to save them and reference them when making purchases.

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE PURCHASING CARD INCLUDING GAS CARD ASSIGNED TO ME FOR OFFICIAL STATE BUSINESS (pCard) commodities and/or travel:

1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of the STATE OF FLORIDA and will strive to obtain the best value for the STATE.
2. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or others. Willful intent to use the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
3. I will follow Florida Law and FAU purchasing policies, and established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action.
4. I agree to review and reconcile transactions timely and will maintain all applicable information and receipts in accordance with FAU policies.
5. I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment and, that I will reimburse FAU for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe may be deducted from any money which would otherwise be due and owing me, including salary or wages, in accordance with Rule 3A-21.004, F.A.C.
6. I acknowledge that I have access to the applicable FAU Purchasing Card Procedures Manual.
7. I understand that if my card allows for travel that all University travel on the pCard shall comply with Section 112.061, Florida Statutes and the guidelines established by FLORIDA ATLANTIC UNIVERSITY. A summary of the travel guidelines are available online using the link below.

Copy and paste the following into search bar to review:

- FAU: <https://www.fau.edu/controller/documents/travel/expense-travel-policies-and-procedures.pdf>

8. I acknowledge that I will attend the applicable Purchasing Card Training for FAU when scheduled and that attending training is a prerequisite to receiving the applicable program Purchasing Card.

9. I understand that I cannot take out any cash advances using the pCard.

(Required)

☐ I certify.☐ I do not certify.**5. Select the modification needed**

Purchasing Card Limits – most changes are temporary therefore a specific end date must be provided. Please note that your credit limit and single transaction limit are two separate things.

If both need to be adjusted, please state so and note that these cannot be the exact same amount.

Please review modifications below and select option(s) which apply.
(Required)

Purchasing Card Limits

- Standard profile for pCard \$4,999 per transaction/\$5,000 monthly limit
- Standard profile for gCard \$100 per transaction/\$300 monthly limit

Enter related information in the text box. Each of the items below need to be addressed.

- Request to Permanently Increase Credit Limit up to the standard limit of \$4,999 (permanent increases above the standard are not allowed): Enter the current credit limit and the new credit limit with the permanent increase.
- Request to Temporarily Increase Credit Limit: Enter the current credit limit and the new credit limit with the temporary increase. Please include the date the temporary increase will close.
- Request to Temporarily Increase Single Dollar Transaction Limit from - to (state limits current and requested)
- Other Request: If other, please provide reason for request.

(Required)

6. Fill out the required fields and ensure full names are provided.

Provide the FAU SmartTag (TAG123456) that will be used for the FAU Visa pCard/gCard.
(Required)

Provide the cost center manager's full name.
(Required)

Provide brief description justifying the need for the requested modification.
(Required)

7. Attach Cost Center Manager Approval as PDF in the attachment section (very bottom of request)

Attachments

Drop files here

or

Select files

8. When finish, select Submit.

Submit Save for Later Cancel