

FLORIDA POLYTECHNIC UNIVERSITY  
EXPENSE CARD PROGRAM

## Applying for a FPU Expense Card

### **Step 1: Determine which type of Expense Card you need**

**Commodities Only:** This is the basic Expense Card which allows for the purchase of many goods and services including conferences and membership fees (All types of travel expenses will be blocked on this card).

**Commodities Plus Travel:** This card includes all the features of the Commodities Only 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 Expense Card types. Qualified travelers will be eligible for a per diem meal reimbursement in accordance with university travel guidelines.**

### **Step 2: Complete the Expense Card Training Course**

All cardholders are required to complete the mandatory training course (located in Canvas Primers <https://successprimers.instructure.com/enroll/3LNEYF>) prior to issuance of their expense card. All cardholders must pass the required training course with an 80% or higher. (Please see the attached document for details on how to access Canvas)

### **Step 3: Complete forms**

Cardholders should sign-up for the program by completing the Cardholder Agreement Form, and Cardholder Profile Information Form for the Commodities Only Expense Card. If you are requesting the Commodities plus Travel Expense Card you must also complete the Cardholder Travel Addendum. Send all forms via email to the Procurement Department for processing at [procurement@floridapoly.edu](mailto:procurement@floridapoly.edu).

### **Step 4: Review Expense Card Manual**

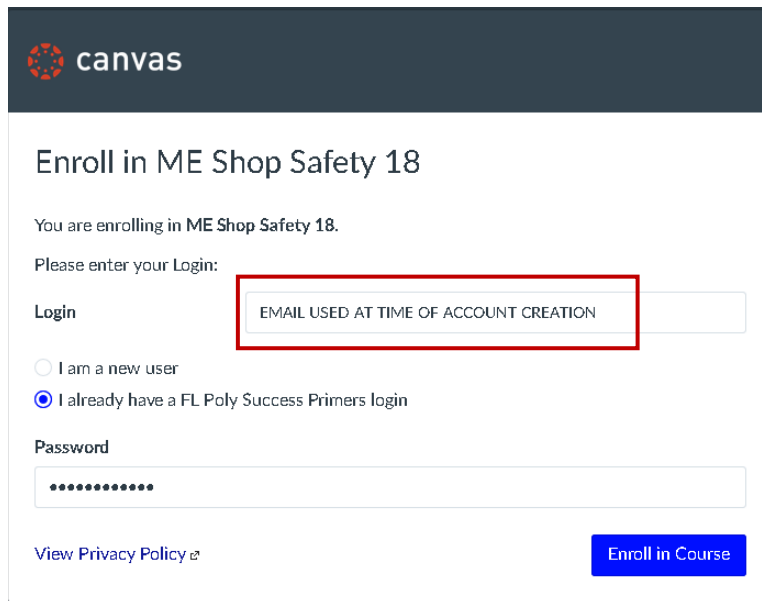
The Expense Card Manual must be reviewed by all Cardholders. Once you have completed your review of the manual, sign the Cardholder Agreement Form and return to [procurement@floridapoly.edu](mailto:procurement@floridapoly.edu).

Please address any questions to the Procurement Department at 863-874-8428.

## Enrolling in the Expense Card Training Primers Course

Click this link <https://successprimers.instructure.com/enroll/3LNEYF>

### IF YOU HAVE A PRIMERS ACCOUNT START HERE



canvas

### Enroll in ME Shop Safety 18

You are enrolling in ME Shop Safety 18.

Please enter your Login:

Login

I am a new user

I already have a FL Poly Success Primers login

Password

[View Privacy Policy](#)

If you already have a Primers account, **Click** "I already have a FL Poly Success Primers login".  
**Enter** your login information, (the email & password you originally used to create your account).  
**Click** the Enroll in Course button.

### IF YOU DO NOT HAVE A PRIMERS ACCOUNT START HERE

If you do not have a Primers account, **Click** "I am a new user".  
**Enter** your Florida Poly email address.  
**Enter** your full name.  
**Check** the "I agree to" box and  
**Click** Enroll in Course button.

## Enroll in ME Shop Safety 18

You are enrolling in **ME Shop Safety 18**.

Please enter your Login:

Login

- I am a new user
- I already have a FL Poly Success Primers login

Full Name

I agree to the [terms of use](#).

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