



FLORIDA POLYTECHNIC UNIVERSITY  
PCARD PROGRAM  
APPLYING FOR A UNIVERSITY PCARD

STEP 1. Determine if you will need the PCard for Commodities only or Commodities and Travel.

**Commodities Only:** Allows for the purchase of many goods including conferences and membership fees (All types of travel expenses will be blocked on this card).

**Commodities Plus Travel:** 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 Card type. Qualified travelers will be eligible for per diem meal reimbursement in accordance with university travel guidelines.**

STEP 2. Review Expense Card Manual

The PCard Manual must be thoroughly reviewed prior to receiving a PCard.

STEP 3. Complete the PCard Training Course

All cardholders are required to complete the mandatory training course (located in Canvas) prior to the issuance of their Pcard. All cardholders must pass the required training course with an 80% or higher. (Please contact Procurement for details on how to access Canvas).

STEP 4. Complete forms

Cardholders should sign up for the program by completing the Cardholder Agreement Form, and Cardholder Profile Information Form for the Commodities Only PCard. If you are requesting the Commodities plus Travel, you must also complete Cardholder Travel Addendum.

Once you have completed your review of the manual, successfully completed the PCard Training Course, please sign all forms and return to [procurement@floridapoly.edu](mailto:procurement@floridapoly.edu).

Please address any questions to the Procurement Department at [procurement@floridapoly.edu](mailto:procurement@floridapoly.edu).



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