

How to apply for a PCard:

For Cardholders:

- Complete [Cardholder Application](#).
- Ensure all signatures are completed.
- Send form to Purchasing.

Tips:

- The **monthly, daily, and single transaction limits** can all be assigned lower than the defaults if so desired.
- All PCards must have a default Banner Fund/Account listed on the application. The **Default Banner fund/account** serves as a fund for the Purchasing Department to charge, in the event that a department fails to reconcile its PCard charges by the stated deadline. The use of this fund is an absolute last resort for the Purchasing department.

For Card Coordinators:

- Complete [Card Coordinator Application](#).
- Ensure all signatures are completed.
- Send form to Purchasing.

Tips:

- The **monthly, daily, and single transaction limits** can all be assigned lower than the defaults if so desired.
- The **Card Coordinator Back-up** is needed to assume the duties of the Card Coordinator if that Coordinator is unavailable. This will protect your department from suspended cards due to non-reconciliation.
- **NOTE:** The **Coordinator Back-up** does not need to complete a Coordinator application. If they need a card, they should complete a Card Holder application.
- All PCards issued must have a default Banner Fund/Account listed on the application. The **Banner fund/account** serves as a fund for the Purchasing Department to charge, in the event that a department fails to reconcile its PCard charges by the stated deadline. The use of this fund is an absolute last resort for the Purchasing department.
- The **Budget Authority signature** should be from the person with signature authority for the Banner funds being used to pay for purchases made with this PCard (usually a PI or Department Head).

Please Note: Coordinators must have maintenance access in Banner Finance to the funds they will be charging purchases to. To request maintenance access, fill out the [Banner Finance Access Form](#) and submit it to Financial Systems Support.