

Pcard Requirements and Directions

A University of Florida Visa Purchasing Card may be required based upon your supervisor's expectations and/or your job description.

You will need to take and pass the P-CARD tests. These tests are administered on the web and can be taken at any time.

To get a P-Card please complete the following:

Sign into People Soft >>> My Self Service >>> Training and Development >>> myTraining Enrollment >>> click on the activity search and enter the following information.

PST975 click the magnifying glass - 2 options appear "Register" for What Pcard Holders Need 9.1 and follow on Screen directions.

PST076 click the magnifying glass - 2 options appear "Register" for Pcard for Travel and follow on Screen directions.

PST077 click the magnifying glass - 2 options appear "Register" for Pcard for Commodities and follow on screen directions.

If you already have a PCARD and simply need to take the refresher course. That number is PST974.

Each Test requires a 90% for passing. But don't fret...you can take the class as many times as you need to in order to Pass.

Once you have passed the courses needed please go to the following:

www.purchasing.ufl.edu

Pcard forms (left hand side of screen) print the Cardholder Agreement, read and sign in front of a witness ask the witness to sign it also.

Please send the Cardholder Agreement via email or hand delivery to the Accounting Department for processing. Once your pcard is ordered it will take approximately 3 weeks for it to come in. You will be notified via Email.

If you are off campus, arrangements will be made to get the card to you. If you are on campus you will be able to pick it up from the accounting department.

Thank you,

The WFREC Accounting TEAM