

PCard Application

Email to pcard@ufl.edu

New:		Transfer from BU:		Update:		Name change:	
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EMPLOYEE INFORMATION										
UFID:			Name:							
Email:				Title:				Phone:		
Address:	Line 1:					Dept. Contact:				
	Line 2:					Contact email:				
	City:					State:		Zip:		
Training Dates:	PST975:		PST076:		PST077:		*PST974 (updates):			

DEPARTMENT INFORMATION							
BU (four digit):	6073	Department Name:		Citrus Research & Education Center			
Chartfield:	60730000	101	1100`				
(Required)	Dept. ID	Fund	Program	Account	Source	Other	

CARD TYPE	
	Commodities & Travel
	Commodities
	Gas Only =\$100 single/\$500 cycle
	Other – attach justification
SPENDING LIMITS	
Single / Cycle	
	\$500 / \$1,000
	\$500 / \$2,500
	\$1,000 / \$2,500
	\$1,000 / \$5,000
	\$2,000 / \$5,000
	\$2,000 / \$10,000

RECONCILERS/APPROVERS			
Reconciler	Approver	UFID	Name
	X	31816630	Jill McDonald
X		7446-3932	Rebekah Marshall
	X	97931096	Christie Hildreth
	X	61051863	Patricia Gardini
Shared Service Center:			

DEAN, DIRECTOR, DEPARTMENT HEAD APPROVAL			
I understand my responsibilities as they relate to the PCard and have read and understand the "Who Should be the Approver" guide located on UF Identity & Access Management website http://identity.it.ufl.edu/			
Name:	Michael E. Rogers	Signature:	
Title:	Center Director, Assoc Professor	Date:	

Internal Use Only	PS:		Ordered/Updated:		LS:		Approved:		9/2018
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