



UF GO PCard Application

Email to pcard@ufl.edu

New:		Transfer from BU:		Update:		Name change:	
------	--	-------------------	--	---------	--	--------------	--

EMPLOYEE INFORMATION							
UFID:		Name:					
Email:			Title:				
Address:	Line 1:				Phone:		
	Line 2:				Mobile:		
	City:				State:		Zip:
PCard Training:	UGO500 - Required			UF GO Training:	UGO100 (for system access)		

DEPARTMENT INFORMATION			
BU (four digit):		Department Name:	
Dept Contact:			Contact's email:

CARD TYPE	
	Commodities & Travel
	Commodities
	Gas Only = \$100 single/\$500 cycle
	Other – attach justification

SPENDING LIMITS			
Per transaction/Per seven-day cycle			
	\$500 / \$1,000		\$1,000 / \$5,000
	\$500 / \$2,500		\$2,000 / \$5,000
	\$1,000 / \$2,500		\$2,000 / \$10,000

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:			Signature:
Title:			Date:

*Instructions are on the following page

3/20/2023

INSTRUCTIONS

NEW: For first time cardholders

TRANSFER FROM BU: Enter the four-digit BU the cardholder is transferring from.

UPDATE: Enter change from existing cards, i.e. change limits, card type.

CHANGE NAME FROM: Enter the name currently on the card.

EMPLOYEE INFORMATION

UFID: Applicant's UF employee identification number.

NAME: First, MI, Last - or as the person signs their name.

EMAIL: Applicant's UNIVERSITY email address – required.

TITLE: Applicant's title as it appears in myUFL.

PHONE: Applicant's telephone number.

MOBILE: Include only if applicant is willing to receive calls from the bank regarding your PCard

ADDRESS: The UF street address where the card should be delivered.

DEPT. CONTACT: Who should be contacted in the applicant's absence?

TRAINING DATES: Dates the applicant completed the Online Training.

- » **REQUIRED UGO500 PCards at UF: What Every PCard Holder Needs to Know** - Required for all cardholders.
- » **UGO100 – Introduction to UFGO** – Required to get access to UF GO.

DEPARTMENT INFORMATION

BU: The four-digit department identifier.

DEPARTMENT NAME: The name of the department requesting card.

CHARTFIELD: The chartfield string must be valid. This is the chartfield string that will prepopulate for all transactions on the cardholder's transactions in myUFL. Choose the chartfield string that would be used for the majority of purchases.

CARD TYPE

COMMODITIES AND TRAVEL: The card will be used to purchase supplies and services as well as allowable travel related expenses while on official UF business.

COMMODITIES ONLY: The card will only be used for purchase of supplies and services.

GAS ONLY: Only for purchase gasoline for UF, State, and rental vehicles. Spending limits are \$100 single/ \$500 cycle.

OTHER: If cardholder will need to make unusual or restricted purchases attach a letter of justification.

SPENDING LIMITS

SPENDING LIMITS: Select the lowest limits which will best meet the applicant's needs.

Per Transaction is the amount one charge cannot exceed.

Cycle is the amount that can be spent in a seven-day period.

DEAN, DIRECTOR, or DEPARTMENT HEAD

Include the name and signature of the person with fiscal authority over the dept., division, or college.