



UF GO PCard Application

Email to
pcard@ufl.edu

New:		Transfer from BU:		Update:		Name change:	
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EMPLOYEE INFORMATION							
UFID:		Name:					
Email:			Title:				
Address:	Line 1:				Phone:		
	Line 2:				Mobile:		
	City:				State:		Zip:
PCard Training:	UGO500			UF GO Training:	UGO100		

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.

» **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.

DEPARTMENT CONTACT: The name of the person who can address PCard issues in the cardholder's absence.

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.