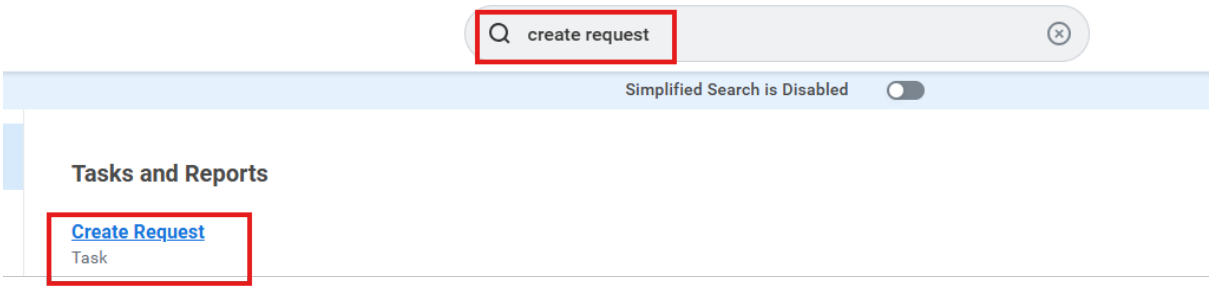
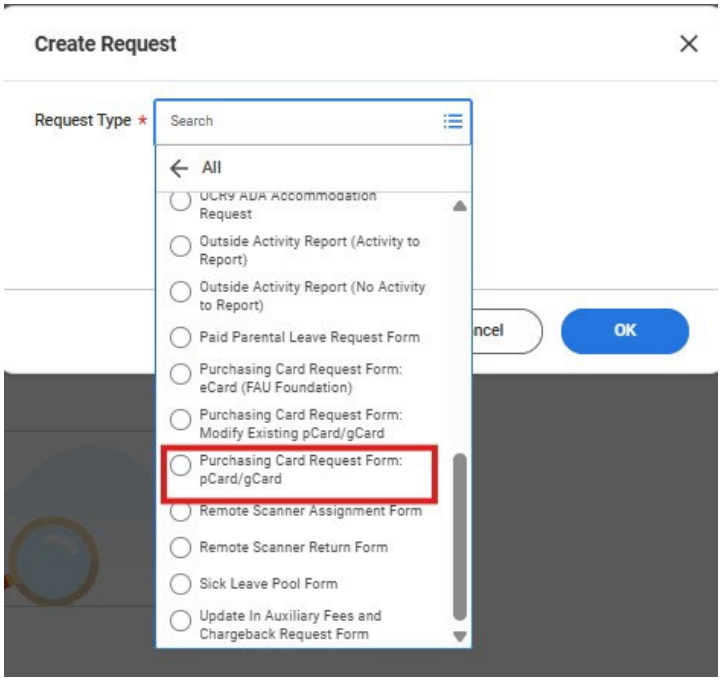
Requesting a New pCard/gCard

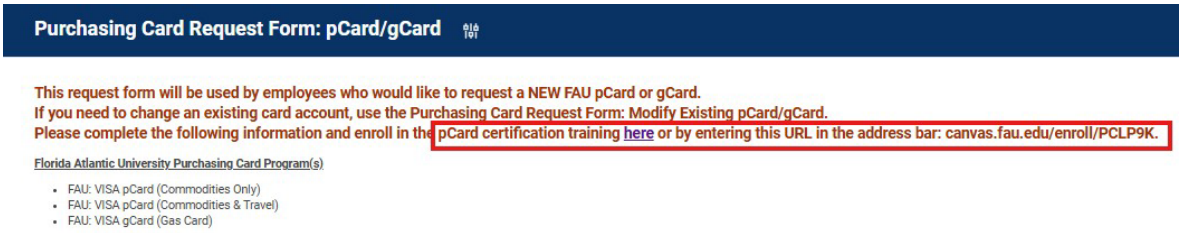
1. In the Workday search box, type Create Request



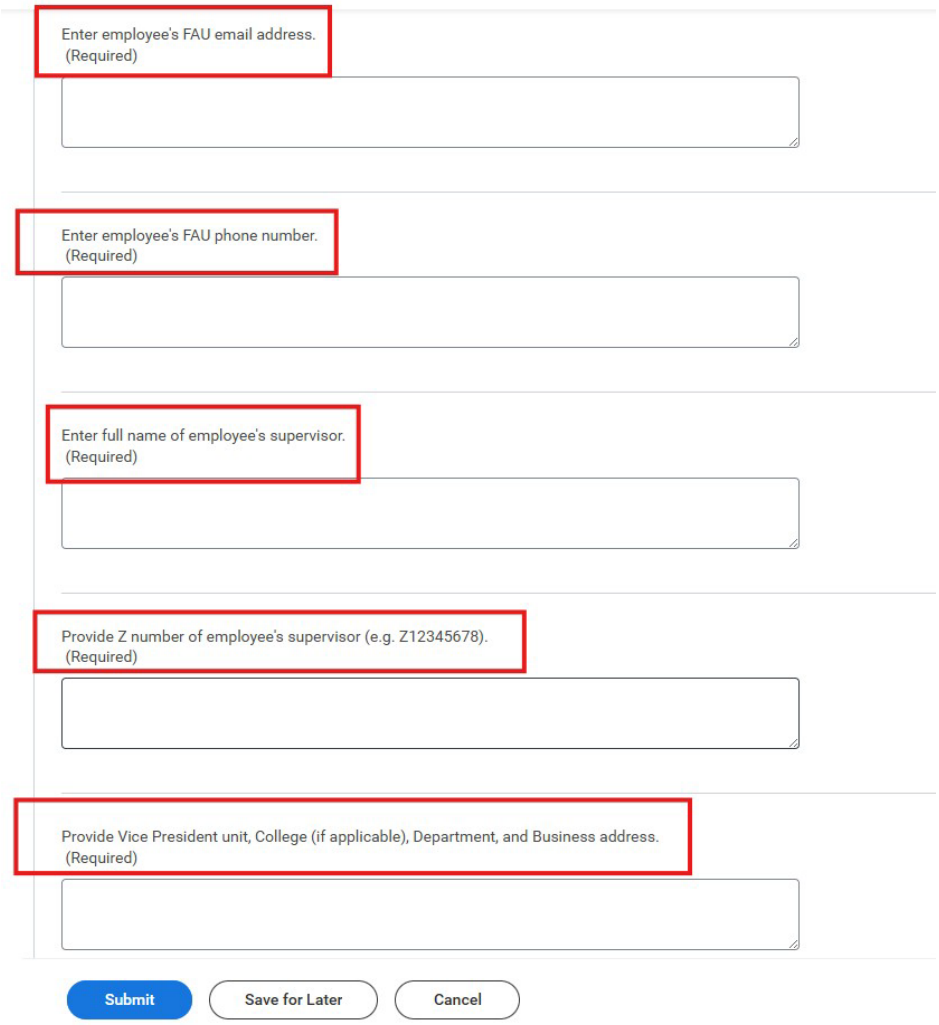
2. Select Create Request, and under Request Type, select Purchasing Card Request Form: pCard and gCard - select OK



3. The link to the Canvas PCard training can be found at the very top of this request. Please complete the training FIRST – the certificate must be attached to your request.



4. Fill out all your information – please ensure that these all matches your work profile in Workday.



5. Please make sure to read the section below thoroughly. The link to our Policies and Procedures can be found here. Save the PCard Manual link to reference before making any purchases.

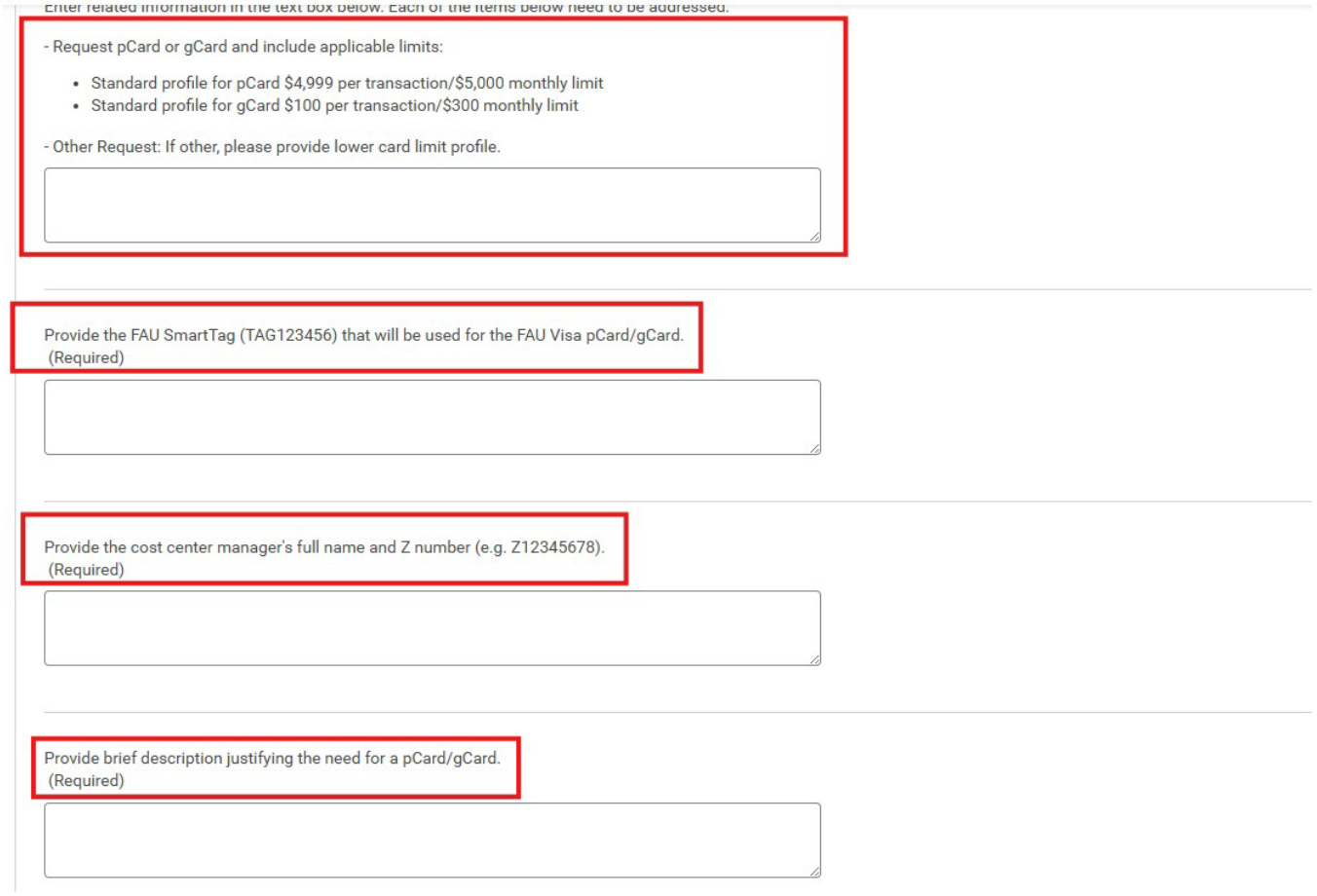
I AGREE TO THE FOLLOWING REGARDING THE USE OF THE PURCHASING CARD INCLUDING GAS CARD ASSIGNED TO ME FOR OFFICIAL STATE BUSINESS (pCard) commodities and/or travel:
1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of the STATE OF FLORIDA and will strive to obtain the best value for the STATE.
2. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or others. Willful intent to use the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
3. I will follow Florida Law and FAU purchasing policies, and established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action.
4. I agree to review and reconcile transactions timely and will maintain all applicable information and receipts in accordance with FAU policies.
5. I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment and, that I will reimburse FAU for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe may be deducted from any money which would otherwise be due and owing me, including salary or wages, in accordance with Rule 3A-21.004, F.A.C.
6. I acknowledge that I have access to the applicable FAU Purchasing Card Procedures Manual.
7. I understand that if my card allows for travel that all University travel on the pCard shall comply with Section 112.061, Florida Statutes and the guidelines established by FLORIDA ATLANTIC UNIVERSITY. A summary of the travel guidelines are available online using the link below.

Copy and paste the following into search bar to review:
FAU: https://www.fau.edu/controller/documents/travel/expense-travel-policies-and-procedures.pdf

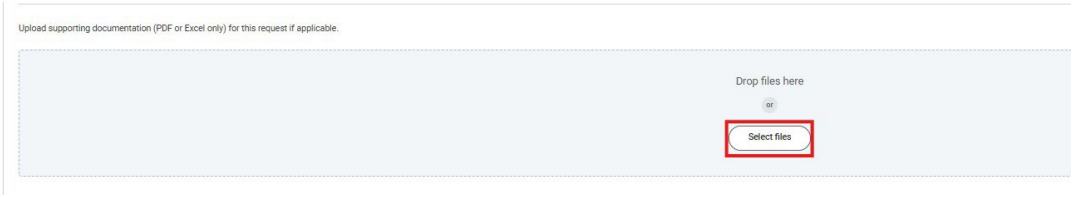
8. I acknowledge that I will attend the applicable Purchasing Card Training for FAU when scheduled and that attending training is a prerequisite to receiving the applicable program Purchasing Card.
9. I understand that I cannot take out any cash advances using the pCard.
(Required)

- ○ I certify.
- ○ I do not certify.

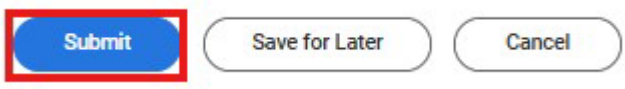
6. Please fill out all the boxes below. Failure to do so could result in your request being sent back or defaulting to the standard profile for PCard/gCard. You must provide a justification for the need for a PCard/gCard.



7. Please upload the PCard Training Certificate, written Cost Center Manager approval, and PCard Attestation Certificate as a PDF before submitting.



8. After all the required information has been filled out and attached, select **Submit**

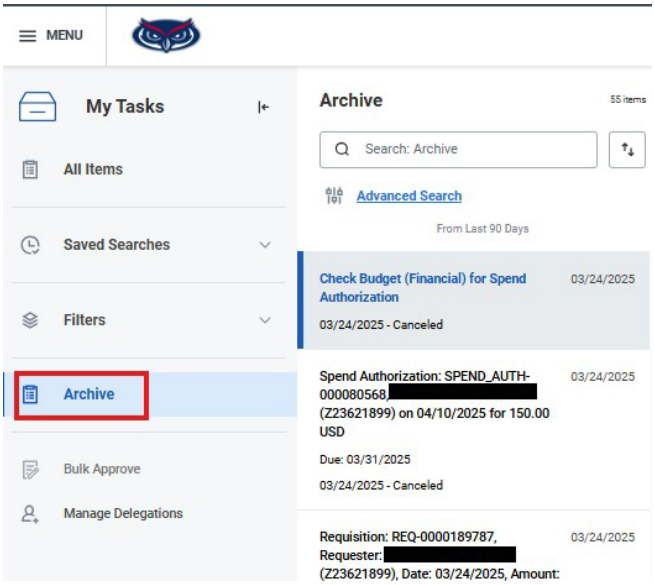


After your request has been submitted –

- You can check where the request is by going to your Workday inbox (next to your picture).



- In the Archive tab, you will see your latest submissions, look for your request. You can open the request and look at the Business Process tab. This will tell you who currently needs to approve the request, if it has been sent back to you or if it has been fully approved.



Note: The bank typically takes 3-5 business days to send your card to us. PCard@fau.edu will send an email once we have received your card. You will need to pick up at AD-10 RM 149, please bring any form of picture ID. If you have any questions, please feel free to contact PCard@fau.edu.