

# MyUF Market PCard Access Form

## Requester Access to Cardholder PCard

Cardholder Name: \_\_\_\_\_ UFID: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Department ID/BU: \_\_\_\_\_

### CARDHOLDER APPROVAL:

- By signing below I approve the following individual(s) to make purchases on my PCard in myUF Market.
- I understand that this applies only to purchases made within myUF Market and at no other time will I allow anyone else to use my PCard.
- The person(s) listed below are not approver's for my PCard charges.
- I will notify the PCard Team if/when these individuals access should be removed.

Signature: \_\_\_\_\_

### REQUESTER ACCEPTANCE

- By signing below I affirm that I have completed the Online PCard Certification Training and understand my responsibilities as they relate to PCard use.
- I am not an approver for this cardholder's PCard charges.
- All myUF Market purchases will be for qualified business purposes only.
- I will notify the PCard Team when I no longer need access to this account.

Signature:			
Requester Name:		UFID:	
Email:		Phone:	
I completed the online PCard commodity training on:			

Signature:			
Requester Name:		UFID:	
Email:		Phone:	
I completed the online PCard commodity training on:			

Send this form to PCard Team, PO Box 115250 or fax it to 352-392-8837

All PCard participants must take the Online PCard Certification Training annually. Training is available at [http://www.purchasing.ufl.edu/main\\_purchasingcards.asp](http://www.purchasing.ufl.edu/main_purchasingcards.asp)