University of Oregon | Purchasing & Contracting Services

PCard Frequently Asked Questions

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How does our department apply for a PCard?

The department completes the **PCard Intake Sheet** and submit it to pcard@uoregon.edu for processing. Each person in the department utilizing the PCard program are required to take the Procurement Card (PCard) Online Training prior to opening an account.

Who is required to take the online training?

Anyone in the department who will be part of the PCard program is required to take the online training and to review the **PCS PCard Policy**.

Where do I sign up for the online training?

Go to http://odt.uoregon.edu/ to sign up. PCS offers two trainings, depending on the role you will have with the PCard Program.

> Procurement Card (PCard) Card Custodian Online Training (Held Monthly): This is an online class (through Canvas) intended Card Custodians and Back-up Card Custodians, on processes and procedures required for the UO PCard Program. (Card Custodians and Back-up Card Custodians)
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> Procurement Card (PCard) Card User and Budget Authority Online Test (Held Bi-Weekly): This is an online class (through Canvas) intended for PCard Users, Budget Authorities, and Back-up Budget Authorities, on the processes and procedures required for the UO PCard Program. (PCard Users, Budget Authorities, and Back-up Budget Authorities)

How can we increase our monthly credit limit?

The **PCard Intake Sheet** will need to be filled out, signed by the Card Custodian and Budget Authority, and submitted to pcard@uoregon.edu for processing.

How can we increase our single transaction limit?

The **PCard Intake Sheet** will need to be filled out, signed by the Card Custodian and Budget Authority, and submitted to pcard@uoregon.edu for processing.

How do we add a new user to our existing account?

Complete the **PCard Intake Sheet** and submit it to pcard@uoregon.edu for processing. The new user is required to take the online training prior to being added to the existing account.

How do we delete a user from our existing account?

Complete the **PCard Intake Sheet** and submit it to pcard@uoregon.edu for processing.

What if we suspect fraud/lost/stolen cards)?

Please contact PCS right away and we will work with US Bank to cancel/replace your card.

How do I know if I am a Card Custodian, Card User, or Budget Authority, etc.?

Please see the **PCS PCard Policy**, which outlines each role and its responsibilities.