

# Procurement Card Application Form

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## Procurement Card (ProCard) Application Instructions

**Step 1.** Card applicants fill out the fields below using [Adobe Reader](#).

**Step 2.** Save a copy and send the PDF to your Director, Administration and Finance (DAF)/Primary Authorizer for signatures.

**Step 3.** DAF or Primary Authorizer should complete the required fields, sign for approval, and email the completed application to [ProCard@mit.edu](mailto:ProCard@mit.edu).

**Step 4.** Applicants are required to read the [Procurement Card User Guide](#).

**Step 5.** Applicants are required to watch the [training course for Procurement Cardholders](#).

**Step 6.** After completing the training course, card applicants will be guided to the online Cardholder Agreement Form. Complete the online agreement form and submit to [ProCard@mit.edu](mailto:ProCard@mit.edu).

**Step 7.** Once the Cardholder Agreement Form is processed, VPF Procurement will send the ProCard through interoffice mail to your campus address.

**Step 8.** When the card arrives, verify the card information. If all is correct, activate the card with your MIT ID number by calling the activation phone number on the card.

**Average Timeline:** ProCard applicants can anticipate 7-10 business days to complete all steps.

Questions? Please contact [ProCard@mit.edu](mailto:ProCard@mit.edu).

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Each field on this form is required for approval. Please email the completed form to [ProCard@mit.edu](mailto:ProCard@mit.edu). Please send all questions to [ProCard@mit.edu](mailto:ProCard@mit.edu). Note: Mac Preview is not compatible with this PDF.

## CARDHOLDER & STATEMENT INFORMATION

### Card Limits:

Single Transaction Limit (Maximum \$3,000): \$ \_\_\_\_\_

Monthly Spending Limit (Maximum \$15,000): \$ \_\_\_\_\_

I want to enroll in Amazon Business.

Name on Card (19 character limit): \_\_\_\_\_  
First M.I. Last

3rd Line Description (19 character limit): \_\_\_\_\_

Mailing Address: Mass Institute of Technology  
77 Mass Ave  
Bldg - Rm: \_\_\_\_\_  
Cambridge, MA 02139-4301

Email Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

MIT ID Number: \_\_\_\_\_

Do you want email notifications of daily charges?  Yes  No

Employee (Applicant) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Internal Use**

Unique Card ID #: \_\_\_\_\_ (Assigned by ProCard Administrator)

Credit Card #: \_\_\_\_\_ (Assigned by Bank)

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## MIT ACCOUNTING INFORMATION

**Primary Cost Object (Account Number) and G/L Expense Account (Object Code):**

When charges are sent from the bank, they appear against these accounts:

	Primary Cost Object (MIT Account Number)	Expense G/L Account (Object Code)	Director, Administration and Finance Signature
Ex:	5678900 (56789)	420226 (419)	

**Secondary Cost Object (Account Number):** Must be open ended and General or Discretionary Institute funded. If, for any reason, a transaction is not processed, the Secondary Cost Object listed below will be used. All charges moved to the Secondary Cost Object will be allocated to Non-Reimbursable Expense G/L Account (Object Code) 420255 (569):

	Secondary Cost Object (MIT Account Number)	Expense G/L Account (Object Code)	Director, Administration and Finance Signature
Ex:	1234500 (12345)	420255 (569)	
		420255 (569)	

Director, Administration and Finance (DAF)/Primary Authorizer (print):

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Bldg - Room: \_\_\_\_\_

**Department Verifier:** Individual(s) verifying the accuracy of charges and reallocating them as necessary. Cardholders cannot verify their own charges. Verifier(s) must have posting "spend & commit" authority in SAP of all Cost Objects (accounts) to which the charges may be reallocated. If your verifier does not have the appropriate posting authorization in SAP, then you should contact your ROLES Coordinator.

Please complete the following verifier information:

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 SAP User Name: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Bldg - Room: \_\_\_\_\_

Questions? Please contact [ProCard@mit.edu](mailto:ProCard@mit.edu).