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 Administrative Officer or Primary Authorizer for signatures.

Step 3. AO or Primary Authorizer should complete the required fields, sign for approval, and email the completed application to ProCard@mit.edu.

Step 4. Applicants are required to read the Procurement Card User Guide.

Step 5. Applicants are required to watch the online training video for Procurement Cardholders.

Step 6. After watching the training video, card applicants will be guided to the online Card Holder Agreement Form. Complete the online agreement form and submit to 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 to complete all eight steps.

Each field in this form is required for approval. Please email the completed form to ProCard@mit.edu. Please send all questions to 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): $ _____

Name on the Card (19 characters): _____

First   M.I.   Last

3rd Line Description (19 characters): _____

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

Do you want a monthly statement for the bank?   Yes   No

Employee (Applicant) Signature: _____ Date: _____

For Internal Use

Unique Card ID #: _____ *(Assigned by ProCard Administrator)*

Credit Card #: _____ *(Assigned by Bank)*

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)	Administrative Officer's Signature
Ex:	5678900 (56789)	420226 (419)	

Secondary Cost Object (Account Number): Must be open-ended and 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) 420254(569):

	Secondary Cost Object (MIT Account Number)	Expense G/L Account (Object Code)	Administrative Officer's Signature
Ex:	1234500 (12345)	420254 (569)	
		420254 (569)	

AO or 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, than you should contact your ROLES Coordinator.

Please complete the following verifier information:

Name: _____   Email: _____

SAP User Name: _____   Fax: _____

Phone: _____   Bldg - Room: _____