



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 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's 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 Cardholder 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 days to complete all steps.



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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)	Administrative Officer's 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)	Administrative Officer's Signature
Ex:	1234500 (12345)	420255 (569)	
		420255 (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: _____

Questions? Please contact ProCard@mit.edu.