P CARD APPLICATION PROCESS
College of Health and Rehabilitation Sciences: Sargent Internal Policy

- Fill out the Cardholder Application, Cardholder Agreement and Release of Card Acknowledgment Forms. (Cardholders must sign a Release of Card Acknowledgment form in order to have their P card released. Sending the release form in along with your application avoids having to do so later).

- Forward the application/agreement to your department head, then to the unit fiscal manager for approval.

- Send application/agreement to the P-Card Program Administrator:
  Charles River Campus
  Sourcing and Procurement
  985 Commonwealth Ave., RM 210
  Boston, MA 02215
  FAX: (617) 353-5384

  (Keep a copy for your records as well as forward a copy to the SAM Administrator, Kellie Daigle RM 223.)

- The application will be forwarded to American Express for processing.
  (You will receive an email from the P Card administrator stating your application has been forwarded to American Express for processing. The processing time for completed application materials is generally 2-3 weeks).

- Complete on-line training and/or attend training session at Sourcing and Procurement
  - [Click here](#) to access a pre-recorded PCard Training session. *Please use Internet Explorer when accessing this recording.*
  - SAM [Tutorials](#)

  **Please note that your P Card will not be released until you complete Sourcing and Procurement's training session. Hosted tutorials at BU Sourcing are conducted, by arrangement, for groups of cardholders. The hosted tutorials cover the same material as the on-line tutorial but are led by an experienced instructor. You must also confirm that you have read the Purchasing Card Program Manual.

- Applicants will be notified by Sourcing and Procurement when new cards are ready for pickup or delivery.

- Follow card activation procedure (by calling toll-free number) once you receive your P Card.

- Lastly, while your P Card application is being processed read the Purchasing Card Program Manual carefully (attached for your convenience) and send me a confirmation email upon doing so stating you have read the program manual.