

UAB Uber Program P-Card Overview

P-Card:

- Traditional corporate card program
- Each P-Card for each Org will not be tied to any specific account number
 - Each Org will set-up its own P-Card
 - Each Org will establish its **own proxy and approver**
- Nothing is built into the card to decline any transactions outside of Uber
 - Each Org's approver is responsible for monitoring transactions on P-Card
- **Required People**
 - Proxy – current requester; manages the P-Card for account detail, payment, documentation; receives the invoices
 - Can be multiple people
 - Approver
 - Recommend multiple people have the permission
 - Cardholders – responsible for the card
 - Can be multiple people
- Set \$10k limit per month – can be raised if necessary, by approver
 - Single transaction limit of \$2999

Please review and complete the P-Card Application and Agreement:

<http://www.uab.edu/images/finance/vpad/FillableForms/P-Card%20Application%20and%20Agreement.pdf>

Additional information regarding the program may also be found at <<http://www.uab.edu/pcard>>.

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