

Applying for UC Procurement and Corporate Travel Card Fresno-Madera County

Use Google Chrome or Firefox when completing online application

P-Card:

1. Complete required P-Card Training - [Procurement Card Training](#)
2. Complete P-Card Application #1 - <https://ucanr.edu/sites/anrstaff/files/322409.pdf>
 - a. Default Account Number to Charge: **L-FSMCARD**
 - b. Use default amounts, unless otherwise approved by your supervisor
 - i. Single Purchase Unit: **\$4,999**
 - ii. Dollars Per Day: **\$10,000**
 - iii. Dollar Limit Per Billing Cycle: **\$25,000**
3. Complete P-Card Application #2 - [Cardholder portion of the Application](#)
 - a. Fiscal Officer ID: **VLDOYLE** (*if this doesn't work notify Cashmir*)
 - b. Department Head ID: *Start to type in **Karmjot Randhawa** and ID should pre-populate.*
 - c. Download and Sign **Cardholder Agreement**
4. Send completed P-Card Application #1 and completed Cardholder Agreement to Cashmir, she will submit for processing and let you know when your card will arrive.

For more information on applying for a P-Card, visit <https://supplychain.ucdavis.edu/pay-purchase/p-card/get-card>

Corporate Travel Card:

1. Complete required [Travel Card Corporate Liability Training](#)
2. Complete Corporate [Travel Card Application](#)
 - a. Fiscal Officer ID: **VLDOYLE**
 - b. Default Account
 - i. Chart: **L**
 - ii. Account: **FSMTRAV**
 - c. Department Head ID: **Randhawa, Karmjot**
3. Submit

For more information on applying for a Corporate Travel Card, visit <https://supplychain.ucdavis.edu/travel-entertainment/travel-card/corporate-liability>