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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