Corporate Card Exception Request Form
Use this guide to complete the Corporate Card Exception Form to request a PCard/Travel Card override when you have a transaction that has not been approved.

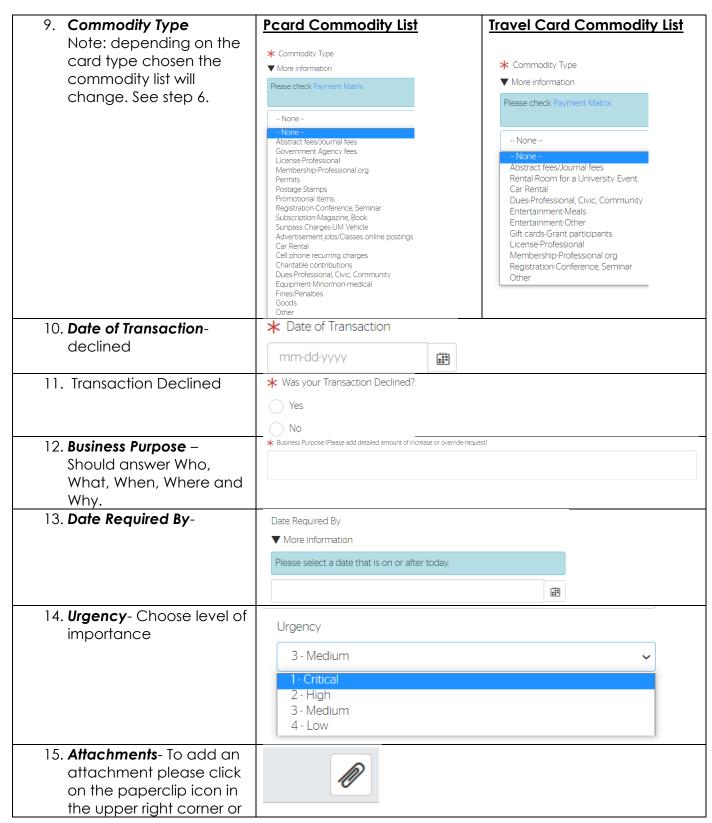
PCard email: pcard.ap@miami.edu Travel Card email: travelcard.ap@miami.edu

Corporate Card Exception Request Form - Use this form to request a PCard/Travel Card override when you have a transaction that needs prior approval.			
When you submit this form, your name and email will be visible to the owner.			
Go to uService portal Click on Order Items & Services	https://umiami.service-now.com/self-service/ Order Items & Services		
3. Under the heading Can We Help You? Locate and click Corporate Cards Exception Request	Can We Help You? > Business and Finance Communications > Corporate Cards Exception Request > New Supplier Request > Password Change or Reset > UMIT Portfolio Management Demand		
4. Type in the name of cardholder	* Cardholder Name Kimberly Jiminson Q i		
5. Department	★ Department		
6. Select Card Type	* Card Type PCard TCard		
7. Merchant Name	★ Merchant Name		
8. Choose Request Type a. Approval Transaction - charge declined b. Dollar Request - increase in credit availability	* Request Type? None None Approval Transaction Dollar Request		

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drag and drop documents.		
Note - please add any relevant documents that support		
16. Submit Order	Order this Item	
	Submit Order	

Resources-

- 1. Payment Matrix
- 2. Supplier Information (UMarkteplace)
- 3. Onboarding a Supplier to Workday
- 4. PCard Authorized Purchases
- 5. Travel Card Authorized Purchases
- 6. Corporate Cards Website