

Using a Purcard at UVM

If you are making UVM purchases, or going on UVM business travel, you may want to consider applying for a UVM Purcard.

[The Purcard aka Purchasing Card](#), is a UVM credit card with your name on it and can be used for most UVM purchases with a few restrictions.

To Apply for a Purcard

Fill out the following documents and bring them to Francesca. Generally, actual signatures are required for these forms. Electronic signatures are not accepted. This may change.

- New Card Application – Fill this out as best you can and sign it. Francesca will route for signatures
- Card Holder Agreement
- Supervisor Responsibility – This requires your official supervisor's signature

Once the forms are submitted, Disbursement will contact you with more information. You will be required to take a Purcard training.

Other Information

- UVM does not pay state sales tax when using a Purcard
- The Purcard cycle is from the 26th to the 25th of each month
- Receipts are required for ALL purchases
- Please see the [Travel Policy](#), the [Business Meal, Hospitality and Amenity Policy](#), and the [Purcard FAQ](#) for more details