How can I obtain a ProCard?

Q: How can I obtain a ProCard?

Answer

The Financial Primary Authorizer for the department completes an application form, or the applicant completes the form and the Financial PA signs it. The form is available here:

https://vpf.mit.edu/order-using-a-procard

The form includes information about the applicant's contact information, who will be the verifier(s), and the Cost Object (account).

The Financial Primary Authorizer submits the form to the ProCard Office, NE49-4122

For any questions, call the ProCard Office, at x3-8360.

See Also

- ProCard Landing Page