

HOW TO CHECK THE STATUS OF A PCARD APPLICATION

OVERVIEW:

This guide reviews the process to check the status of an electronic PCard Application in myUFL.

TO CHECK THE STATUS OF AN APPLICATION:

1. Sign in to [myUFL](#)
2. Navigate to **Main Menu > My Self-Service > UF GO PCard Application**
3. The form will default to **Find an Existing Value**

PCard Application

Find an Existing Value + Add a New Value

Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches Saved Searches: Choose from saved searches

Empl ID: begins with

Seq Number: =

Name: begins with

Last Name: begins with

Application Status: =

Application Type: =

Department: begins with

[Show fewer options](#)

Case Sensitive

4. Enter the criteria you wish to search by. You can search by one or multiple fields.
 - a. **Empl ID, Name, or Last Name** are helpful to find a specific person's application

Empl ID: begins with

Seq Number: =

Name: begins with

Last Name: begins with

Application Status: = Submitted for Approv:

Application Type: =

Department: begins with

- b. **Department** will pull up all applications for a department (enter the 8-digit department ID or the first 4 digits for all department IDs in the business unit)

The screenshot shows a search form with the following fields and options:

- Empl ID: begins with []
- Seq Number: = []
- Name: begins with []
- Last Name: begins with []
- Application Status: = [] Submitted for Approv: []
- Application Type: = []
- Department: begins with []** (highlighted with an orange box)

- c. **Application Status** can narrow down a search but may also exclude the application you are searching for if the application has changed status

The screenshot shows the search form with the 'Application Status' dropdown menu open. The dropdown menu is highlighted with an orange box and contains the following options:

- Approved
- Denied
- Dept Approved
- Initial
- Processed Manually
- Processed via File
- Submitted for Approval

Other visible elements include: 'Show fewer options' link, 'Case Sensitive' checkbox, and a 'Search' button.

- i. Approved: approved by the PCard Team
- ii. Denied: denied by the UF GO Financial Approver or PCard Team
- iii. Dept Approved: approved by the UF GO Financial Approver
- iv. Initial: created and saved, but not submitted
- v. Processed Manually: not in use at this time
- vi. Processed via File: not in use at this time
- vii. Submitted for Approval: submitted but not yet approved by the UF GO Financial Approver

d. Once you have entered your search criteria, click **Search**

Empl ID: begins with []

Seq Number: = []

Name: begins with []

Last Name: begins with []

Application Status: = []

Application Type: = []

Department: begins with 2103

[Show fewer options](#)

Case Sensitive

Search Clear Save Search

5. If there is a single application that meets your search criteria, the application will load automatically. If there are multiple applications that meet your criteria, you will see a list of Search Results.
 - a. The **Application Status** column will tell you the status of each application
 - b. Click on an application to review it in more detail

Search Results
2 results Department "2103"

Empl ID	Name	Last Name	Seq Number	Requested Date	Application Status	Application Type	Department
12345678	Alligator, Albert	Alligator		1 08/13/2024	Submitted	New	21030000
23456789	Alligator, Alberta	Alligator		1 06/29/2024	Submitted	New	21030000

6. The Application Status also appears on the application itself

PCard Application

Need Help? (Link will open in new tab.)

Empl ID 12345678 Alligator, Albert

Request Date 08/13/2024 Seq 1

Application Status Submitted for Approval

*Application Type New

Name Address

Limit Transfer Department

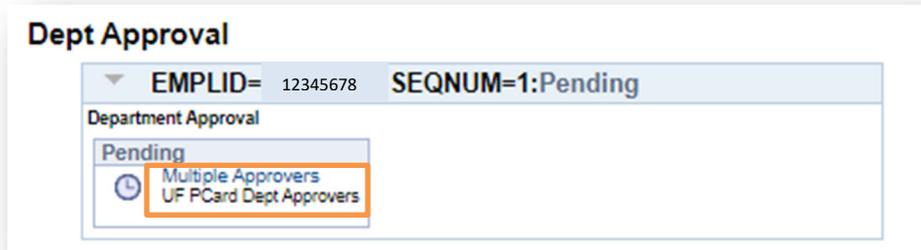
Card Type

Workflow Comments

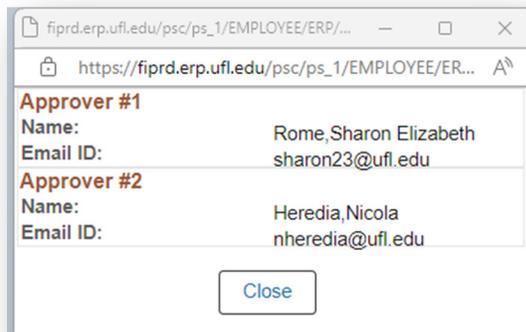
Approve Deny

Documents (0)

7. If the Application Status is Submitted for Approval, you can check which Department Approvers have access to approve it under the **Dept Approval** section at the bottom of the screen
 - a. Click **Multiple Approvers**



- b. A pop-up will show the UF GO Financial Approvers associated with the Department ID entered on the application. Only one of the listed approvers needs to approve, but either is able to approve unless the application is for that approver or was submitted by that approver, in which case the other approver would have to approve.
 - i. The Primary Approver is listed as Approver #2
 - ii. The Secondary Approver is listed as Approver #1



8. If the Application Status is Dept Approved:
 - a. The **Dept Approval** will show **Approved**



- b. The PCard Team Approval will show **Pending**



- i. Please give the PCard Team at least a week to review and approve an application, although it can take up to two weeks when volume is high.
 - ii. If you have any questions, please send a message using the [PCard and Travel Contact Form](#).
9. If the Application Status is Approved, the PCard Team has approved the application and ordered the card. The cardholder will be sent a welcome email and should receive their card in 7-14 days from the Approved date.



10. If the Application Status is Denied, the Dept and PCard Team Approvals will indicate who denied the application and the Workflow Comments should provide an explanation for why the application was denied.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Travel Policies and Directives

Travel Office
352-294-1114
[Contact Form](#)

PCard Policies & Questions

PCard Team
352-392-1331
[Contact Form](#)