How to Fill out a CTA Application Form

1. Go to https://finance.uw.edu/ps/ and select “Ariba Login” and log in with UW Net ID and password

2. In Ariba, under Create, select Card Application
3. Cardholder or designated person fills out the cardholder information. Fields with an asterisk (*) indicate required information:

**Cardholder and Department Information**

- **Title:** CTA account name
- **Applicant:** Account holder name, this is automatically selected. If filling out an application for someone else, search for the account holder’s name.
- **Type of Card:** CTA
- **Department name:** Department name
- **Card Account name:** CTA account name
- **Department street address:** department address will be used as the cardholder billing address
- **UW Box number:** department campus box number
- **Contact Phone number:** Cardholder business phone number
- **Email address:** Department contact email address
- **Budget Number:** This will be the default budget number in PaymentNet for the ProCard
- **Object Code:** This will be the default object code in PaymentNet for the ProCard

**Card Limits**

- **Enter Monthly Limit and Single Transaction Limit**
- **Spend Limit Defaults:**
  - CTA Monthly Limit- $20,000 (Depends on department’s business need)
  - CTA Single Transaction Limit-$10,000 (Depends on department’s business need)

**Comments**

- Any notes for the ProCard office or the department administrator that might be helpful.

Click **Submit** when finished.

**Card User Agreement**

By submitting the application, the cardholder agrees with the card user terms and conditions.

Click **Submit**.