How to Fill out a ProCard Application Form

1. Go to [https://finance.uw.edu/ps/](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: Use the Cardholder name
- Applicant: Cardholder name, this is automatically selected. If filling out an application for someone else, search for the cardholder name.
- Type of Card: ProCard
- Last Name: Cardholder last name
- Middle Initial: Cardholder middle initial
- First Name: Cardholder first name
- Department name: Department name
- Department street address: Department address will be used as the cardholder billing address
- UW Box number: Department campus box number
- Contact Phone number: 12 digits with dashes
- Email address: Cardholder 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:
  - ProCard Monthly Limit - $20,000
  - ProCard Single Transaction Limit - $3,500

**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**.

4. The department administrator/approver will receive an email to review and approve the application form before the application is received by the Card Service office for processing.