How to Fill out a ProCard Renewal 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 Renewal
- **Last Name:** Cardholder last name
- **Middle Initial:** Cardholder middle initial
- **First Name:** Cardholder first name
- **Department name:** Department name
- **Budget Number:** This will be the default budget number in PaymentNet for the ProCard
- **Last 4 digits of the Card number:** This is the current ProCard
- **Card Expiration Date:** The date shown on the card in the format of MM/YYYY

**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.