How to Fill out a Travel Card 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

Title: Untitled Card Application
Preparer: Heather L. Nicholson
Applicant: Heather L. Nicholson
Type of Card: Travel Card

The Cardholder will be employed by the UW for at least 6 months or more? * Yes ☐ No ☐
My Labels: ☐ Apply Label...

COMPLETE FORM - CARD APPLICATION

Card Limits:
Maximum Monthly Limit: 8000
Single Transaction Limit: 8000

Confidential data – will not be visible after submitted:
In order to activate your card, the following information is required. Please be aware that this information will not be viewable once you submit the application.

Date of Birth (MM/DD/YYYY):
Last 4 digits of UW EID:
Confirm Entry:
First 4 letters of your mother's maiden name:

COMMENTS - ENTIRE CARD APPLICATION

Comments:

ATTACHMENTS - ENTIRE CARD APPLICATION

Add Attachment

Submit
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**: Travel Card
- **Verify if the cardholder will be employed by the UW for at least six months or more, by answering Yes or No**
- **Last Name**: Cardholder last name
- **Middle Initial**: Cardholder middle initial
- **First Name**: Cardholder first name
- **Department name**: Department name
- **UW Box number**: Department campus box number
- **Contact Phone number**: Cardholder business phone number
- **Email address**: Cardholder email address
- **Budget Number**: This will be the default budget number in PaymentNet for the ProCard
- **Cardholder home address**: Home street address
- **Country of citizenship**: The default will be the United States
- **Select if the card statement address is the same as the home address. If not, enter a separate address in the Card Statement Address fields provided**

**Card Limits**

- **Enter Monthly Limit and Single Transaction Limit**
- **Spend Limit Defaults**:
  - Travel Card Monthly Limit- $5,000
  - Travel Card Single Transaction Limit-$5,000

**Confidential data will not be visible after submitted**: In order to activate your card, the following information is required. Please be aware that this information will not be viewable once you submit the application.

- **Date of Birth**: In the format of MM/DD/YYYY
- **Last 4 digits of the UW EID**: Employee ID number
- **Confirm Entry of the UW EID**
- **First 4 letters of your mother’s maiden name**

**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.