ProCard Approver Review of Card/Travel Card Applications in Ariba

- ProCard/CTA/GhostCard/Renewal Review Section
- Travel Card Review Section

Cardholders are notified when their application is approved. Cardholders will receive their ProCard after they have completed the required training. For training options, see https://finance.uw.edu/ps/how-to-buy/procurement-card

ProCard/CTA/GhostCard/Renewal Review Section

In the Ariba To Do, click on the card application ID number starting with a WPC.

![Image of Ariba To Do section showing WPC13269 with date 10/16/2017 and status Submitted]

Click Edit.

![Image of Ariba Edit button with options to edit, approve, or deny]

Use the search function to select the person who will be the Account Reviewer from the dropdown menu.

**ProCard Approver:**

**Account Reviewer:**

Account Reviewer Phone:

PaymentNet Access of Cardholder:

Does this cardholder need access as a reviewer for other department cardholders? [Yes/No]

Add the Account Reviewer phone number.
Select the level of PaymentNet Access the cardholder should have. The access levels are:

- Cardholder: have access to budgets within their department only
- Manager: have access to all budgets in their parent organization code
- Division: can have access to all budgets at UW

Answer the final question; does this cardholder need access as a reviewer for other department cardholders?
When finished, click **Submit**.

**ProCard Approver:**

Account Reviewer:  
Account Reviewer Phone:  
PaymentNet Access of Cardholder:  
Does this cardholder need access as a reviewer for other department cardholders?  

**COMMENTS - ENTIRE CARD APPLICATION**

Comments:  

**ATTACHMENTS - ENTIRE CARD APPLICATION**

Add Attachment

---

**Travel Card Review Section**

In the Travel Card Approver Section, verify how long the individual will be employed at UW.

**Travel Card Approver:**

The Cardholder will be employed by the UW for at least 6 months or more?  

If you say **Yes**, verify the budget statement that follows.

The Cardholder will be employed by the UW for at least 6 months or more?  
I understand the department Budget number will be charged if the cardholder does not pay their Travel Card statement balance:  

If you say **No**, please contact Card Services at **procard@uw.edu** for assistance.

The Cardholder will be employed by the UW for at least 6 months or more?  

**STOP**: Please contact **Card Services** for further information.