

# UNIVERSITY of WASHINGTON

## HOW TO LOAD A US BANK REWARD CASH CARD

1. Ensure you are the "Requester/Custodian"

- Requester/Custodian
- Approver

2. Click on "Load Cards"

**Load Cards**

3. Type in the following information:

1. Budget Number (the budget number will auto-populate and is tied to UW financial systems; only open budgets will be allowed)
2. Obj/Sub Obj Code (for research subjects, 02-08)
3. PCA Codes are optional
4. Card amount to be loaded (for single card orders and cards being loaded in a range)

5. For single card loads, type in the last eight digits of the card number as it appears in the envelope window

1. To load multiple single cards not in range order, click "Add New" and it will provide a new line to continue loading cards

**Add New**

6. For a range of cards, type in the last eight digits of the first card, and the last eight digits of the last card, in Proof Sheet order, as it appears in the envelope window

7. Name of Approver (Individuals authorized to charge the budget number provided in the order; must be UW employee)

8. Click the "Save" button

**Save**

9. Select the items you want to "Submit" by checking the boxes

**Submit**

10. Click "Submit all Checked"

**Submit all Checked**

***Follow the status of your order on the dashboard home page to ensure your load request was submitted and approved in your department.***