

UNIVERSITY of WASHINGTON

HOW TO ORDER US BANK REWARD CARDS

1. Ensure you are the "Requester/Custodian"

- Requestor/Custodian
- Approver

2. Click on "Order Cards"

Load Cards

1. On the following screen, provide the following information:

- a) Name of Approver (Individuals authorized to charge the budget number provided in the order; must be UW employee; PI name will auto-populate from budget)

Approver Name: **Email:**
Principal Investigator Name: **Email:**

- b) Quantity of Cards (Order only what you need in the next two weeks; expiration date on cards is two years; inactivity fee starts after 12 months)
- c) Budget Number (the budget number will auto-populate and is tied to UW financial systems; only open budgets will be allowed)
- d) Obj/Sub Obj Code (for research subjects, 02-08)
- e) PCA Codes are optional
- f) Choose Your Delivery Method (Pick Up at B&AO During Business Hours between 7:30 am and 4:00 pm or campus mail; cards are not pre-loaded and have \$0.00)

Delivery Method Mail Cards Pickup

Notes (Double-click text area to add timestamp.)

- g) Type "Notes" to the Approver or B&AO as needed

Save

- h) Click "Save"

- i) Read the "Terms and Conditions"; Click "Agree"

Terms and Conditions

The budget number provided in this submission will be charged for the cost per card (\$1.95). I understand that any unauthorized use of the cards may be considered misappropriation of funds resulting in possible disciplinary action.

Agree

Submit for Review (All changes must be saved before Submit)

- j) Click "Submit for Review"

Follow the status of your order on the dashboard home page to ensure order has been approved.