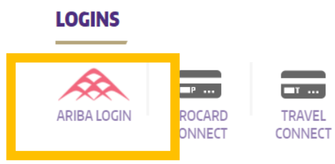
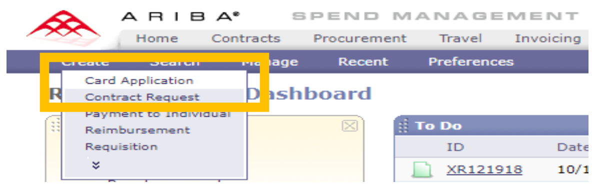
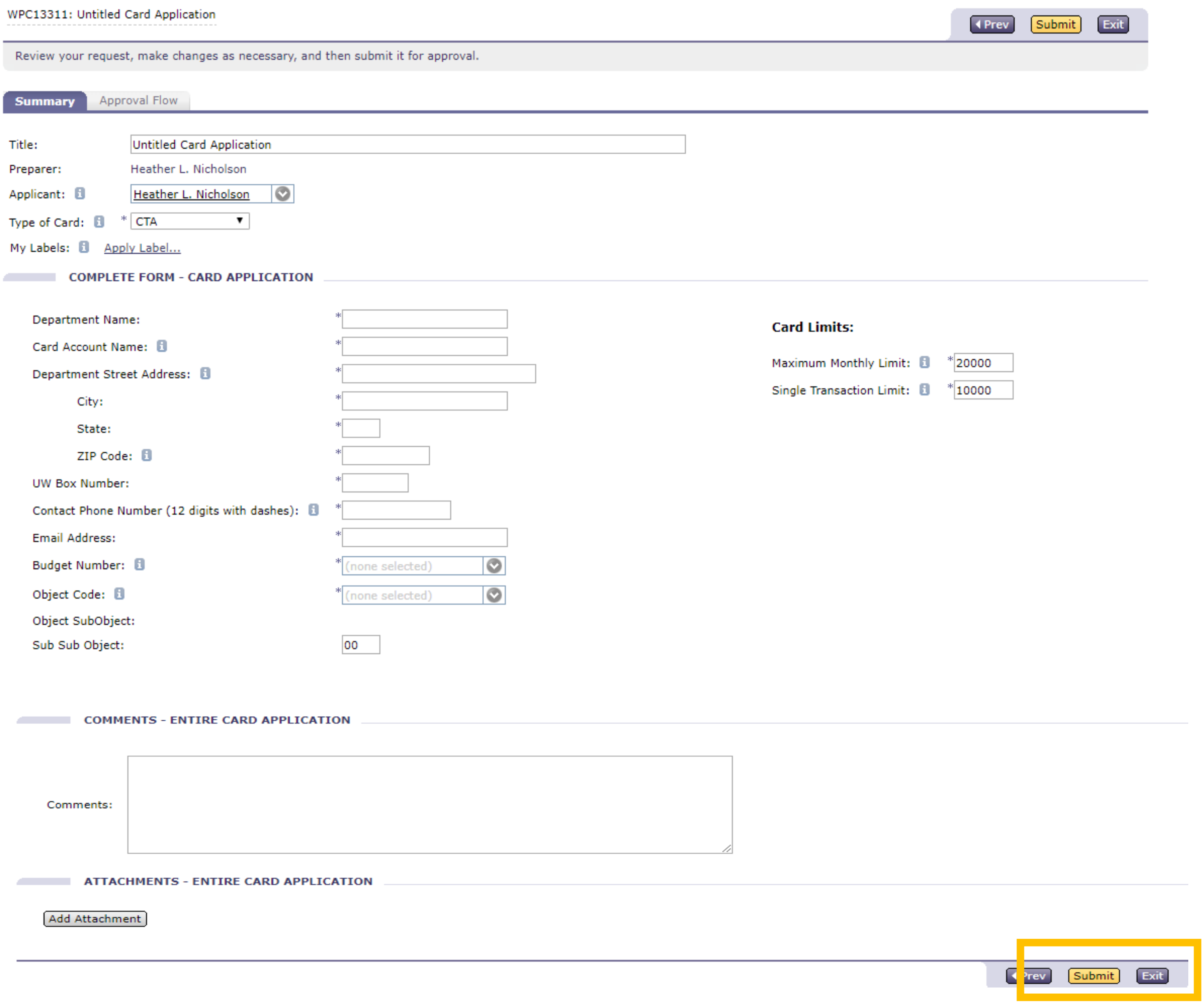
How to Fill out a CTA Application Form

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**





WPC13311: Untitled Card Application

Prev Submit Exit

Review your request, make changes as necessary, and then submit it for approval.

Summary | Approval Flow

Title: Untitled Card Application

Preparer: Heather L. Nicholson

Applicant: Heather L. Nicholson

Type of Card: * CTA

My Labels: Apply Label...

COMPLETE FORM - CARD APPLICATION

Department Name: *

Card Account Name: *

Department Street Address: *

City: *

State: *

ZIP Code: *

UW Box Number: *

Contact Phone Number (12 digits with dashes): *

Email Address: *

Budget Number: * (none selected)

Object Code: * (none selected)

Object SubObject:

Sub Sub Object: 00

Card Limits:

Maximum Monthly Limit: * 20000

Single Transaction Limit: * 10000

COMMENTS - ENTIRE CARD APPLICATION

Comments:

ATTACHMENTS - ENTIRE CARD APPLICATION

Add Attachment

Prev Submit Exit

3. Cardholder or designated person fills out the cardholder information. Fields with an asterisk (*) indicate required information:

Cardholder and Department Information

- Title: CTA account name
- Applicant: Account holder name, this is automatically selected. If filling out an application for someone else, search for the account holder's name.
- Type of Card: CTA
- Department name: Department name
- Card Account name: CTA account name
- Department street address: department address will be used as the cardholder billing address
- UW Box number: department campus box number
- Contact Phone number: Cardholder business phone number
- Email address: Department contact email address
- Budget Number: This will be the default budget number in PaymentNet for the ProCard
- Object Code: This will be the default object code in PaymentNet for the ProCard

Card Limits

- Enter Monthly Limit and Single Transaction Limit
- Spend Limit Defaults:
  - CTA Monthly Limit- $20,000 (Depends on department's business need)
  - CTA Single Transaction Limit-$10,000 (Depends on department's business need)

Comments

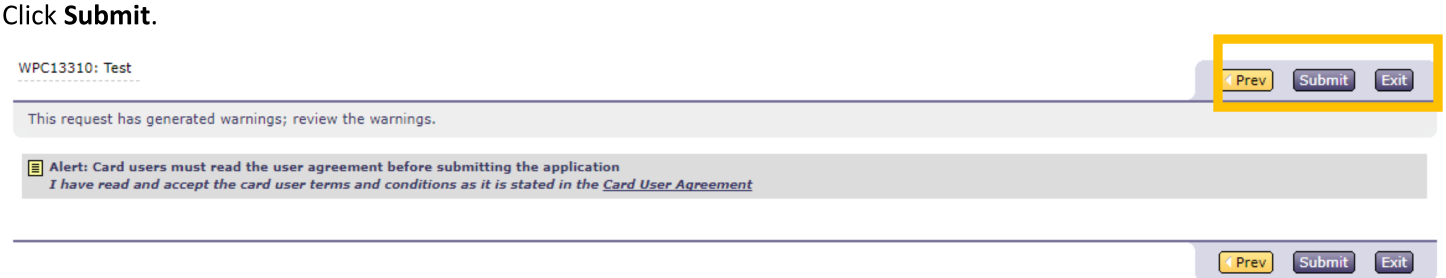
- Any notes for the ProCard office or the department administrator that might be helpful.

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.