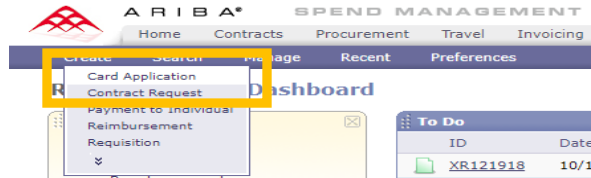


How to Fill out a Ghost Card Application Form

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



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: * Ghost PCard
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
Description of Ghost PCard Usage: *

Card Limits:

Maximum Monthly Limit: *20000
Single Transaction Limit: *3500

Liability - I understand that Ghost PCARDS have limited fraud protection.: *

For more information, visit: [Here](#)

COMMENTS - ENTIRE CARD APPLICATION

Comments:

Empty text area for 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: Ghost card name
- Applicant: Cardholder name, this is automatically selected. If filling out an application for someone else, search for the cardholder name.
- Type of Card: Ghost Pcard
- Department name: Department name
- Card Account name: Card 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: Account contact business phone number
- Email address: Account 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
- Description of Ghost PCard Usage: Indicate merchants that this account will be used for. For example, express mail, utilities and telecom.

Card Limits

- Enter Monthly Limit and Single Transaction Limit
- Spend Limit Defaults:
 - ProCard Monthly Limit- \$20,000
 - ProCard Single Transaction Limit-\$3,500
- Liability Verification checkbox: I understand that Ghost PCards have limited fraud protection.

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**.

WPC13310: Test

◀ Prev Submit Exit

This request has generated warnings; review the warnings.

 **Alert:** Card users must read the user agreement before submitting the application
I have read and accept the card user terms and conditions as it is stated in the [Card User Agreement](#)

◀ Prev Submit Exit

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.