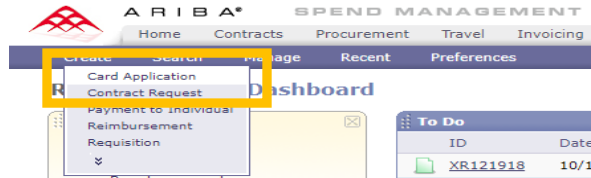


How to Fill out a ProCard Application Form

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**



WPC13308: Untitled Card Application

Prev Submit Exit

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

Summary Approval Flow

Title:

Preparer: Heather L. Nicholson

Applicant: ▼

Type of Card: * ▼

My Labels:

COMPLETE FORM - CARD APPLICATION

Applicant Information:

Last Name: *

Middle Initial:

First Name: *

Department Name: *

Department Street Address:

City: *

State: *

ZIP Code:

UW Box Number: *

Contact Phone Number (12 digits with dashes):

Email Address: *

Budget Number: ▼

Object Code: ▼

Object SubObject:

Sub Sub Object:

Card Limits:

Maximum Monthly Limit:

Single Transaction Limit:

COMMENTS - ENTIRE CARD APPLICATION

Comments:

ATTACHMENTS - ENTIRE CARD APPLICATION

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: Use the Cardholder name
- Applicant: Cardholder name, this is automatically selected. If filling out an application for someone else, search for the cardholder name.
- Type of Card: ProCard
- Last Name: Cardholder last name
- Middle Initial: Cardholder middle initial
- First Name: Cardholder first name
- Department name: Department name
- Department street address: Department address will be used as the cardholder billing address
- UW Box number: Department campus box number
- Contact Phone number: 12 digits with dashes
- Email address: Cardholder 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:
 - ProCard Monthly Limit- \$20,000
 - ProCard Single Transaction Limit-\$3,500

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.