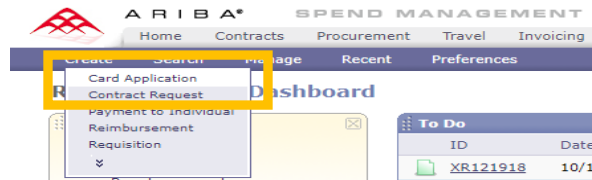


# How to Fill out a ProCard Renewal Application Form

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:

Preparer: Heather L. Nicholson

Applicant:

Type of Card:

My Labels:

## COMPLETE FORM - CARD APPLICATION

### Applicant Information:

Last Name:

Middle Initial:

First Name:

Department Name:

Budget Number:

Last 4 digits of Card Number:

Card Expiration Date:

## COMMENTS - ENTIRE CARD APPLICATION

Comments:

## ATTACHMENTS - ENTIRE CARD APPLICATION

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 Renewal
- Last Name: Cardholder last name
- Middle Initial: Cardholder middle initial
- First Name: Cardholder first name
- Department name: Department name
- Budget Number: This will be the default budget number in PaymentNet for the ProCard
- Last 4 digits of the Card number: This is the current ProCard
- Card Expiration Date: The date shown on the card in the format of MM/YYYY

#### 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.