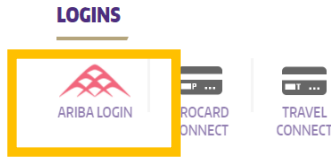
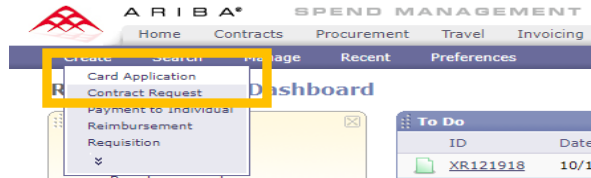


# How to Fill out a Travel Card Application Form

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



Title:

Preparer: Heather L. Nicholson

Applicant:

Type of Card:

The Cardholder will be employed by the UW for at least 6 months or more?  Yes  No

My Labels:

## COMPLETE FORM - CARD APPLICATION

Last Name:	<input type="text"/>	<b>Card Limits:</b>	
Middle Initial:	<input type="text"/>	Maximum Monthly Limit: <input type="text" value="5000"/>	
First Name:	<input type="text"/>	Single Transaction Limit: <input type="text" value="5000"/>	
Department Name:	<input type="text"/>	<b>Confidential data - will not be visible after submitted:</b>	
UW Box Number:	<input type="text"/>	In order to activate your card, the following information is required. Please be aware that this information will not be viewable once you submit the application.:	
Contact Phone Number (12 digits with dashes): <input type="text"/>	<input type="text"/>	Date of Birth (MM/DD/YYYY):	<input type="text"/>
Email Address:	<input type="text"/>	Last 4 digits of UW EID:	<input type="text"/>
Budget Number: <input type="text"/>	<input type="text" value="(none selected)"/>	Confirm Entry:	<input type="text"/>
Home Address: <input type="text"/>	<input type="text"/>	First 4 letters of your mother's maiden name:	<input type="text"/>
City:	<input type="text"/>		
State/Province:	<input type="text"/>		
ZIP Code: <input type="text"/>	<input type="text"/>		
Country:	<input type="text" value="United States"/>		
Country of Citizenship:	<input type="text" value="United States"/>		
Is the Card Statement Address the same as the Home Address? <input type="radio"/> Yes <input type="radio"/> No			
Card Statement Address: <input type="text"/>	<input type="text"/>		
City:	<input type="text"/>		
State/Province:	<input type="text"/>		
ZIP Code: <input type="text"/>	<input type="text"/>		
Country:	<input type="text" value="United States"/>		

## 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: Travel Card
- Verify if the cardholder will be employed by the UW for at least six months or more, by answering Yes or No
- Last Name: Cardholder last name
- Middle Initial: Cardholder middle initial
- First Name: Cardholder first name
- Department name: Department name
- UW Box number: Department campus box number
- Contact Phone number: Cardholder business phone number
- Email address: Cardholder email address
- Budget Number: This will be the default budget number in PaymentNet for the ProCard
- Cardholder home address: Home street address
- Country of citizenship: The default will be the United States
- Select if the card statement address is the same as the home address. If not, enter a separate address in the Card Statement Address fields provided

#### Card Limits

- Enter Monthly Limit and Single Transaction Limit
- Spend Limit Defaults:
  - Travel Card Monthly Limit- \$5,000
  - Travel Card Single Transaction Limit-\$5,000

Confidential data-will not be visible after submitted: In order to activate your card, the following information is required. Please be aware that this information will not be viewable once you submit the application.

- Date of Birth: In the format of MM/DD/YYYY
- Last 4 digits of the UW EID: Employee ID number
- Confirm Entry of the UW EID
- First 4 letters of your mother's maiden name

#### 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.