How to Order US Bank Rewards Cards

1. Log into the request portal: <https://web.fmdata.uw.edu/BankingAccounting/Cash_Cards/>
2. Select “Requestor/Custodian

3. Click “Order Cards”

4. Input an appropriate UW approver’s name by typing into the box and selecting their name from the drop-down list

5. When you select their name in the list, the email address will auto-populate:

6. Input the quantity of cards being ordered (notify revfund@uw.edu in advance if over 50 cards are needed)
7. **Note:** there is no longer a cost to departments for these cards so you will not input a budget number during the order process
8. Select a delivery method
9. If cards are being mailed, review the box number that auto-populated next to your name for accuracy. If cards need to be mailed to an alternate location, put this information in the notes.
10. Input any other relevant notes for the approver or central office
11. Click “save”

12. Read the terms and conditions, check the agree checkbox, and click “submit for review”

13. Check the dashboard home page to review your order’s status. Refer to the status key at the top of the page.