

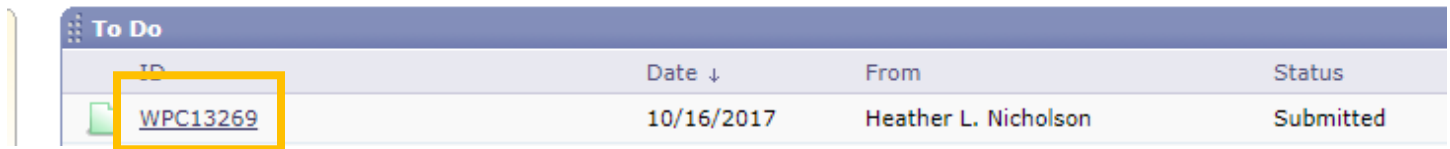
ProCard Approver Review of Card/Travel Card Applications in Ariba

- ProCard/CTA/GhostCard/Renewal Review Section
- Travel Card Review Section

Cardholders are notified when their application is approved. Cardholders will receive their ProCard after they have completed the required training. For training options, see <https://finance.uw.edu/ps/how-to-buy/procurement-card>

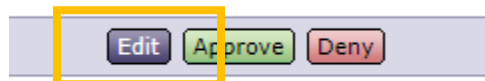
ProCard/CTA/GhostCard/Renewal Review Section

In the Ariba To Do, click on the card application **ID** number starting with a WPC.



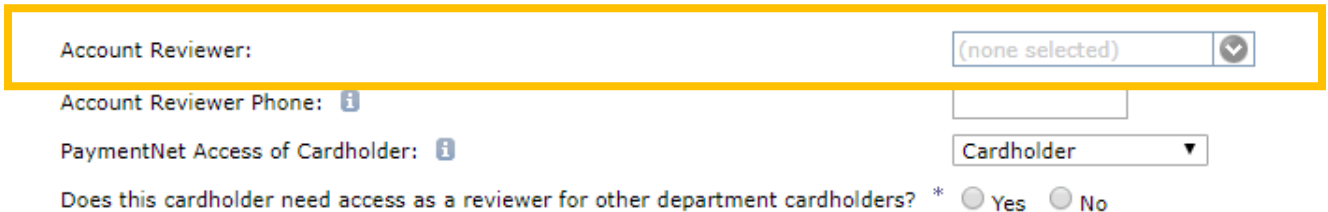
ID	Date ↓	From	Status
WPC13269	10/16/2017	Heather L. Nicholson	Submitted

Click **Edit**.



Use the search function to select the person who will be the **Account Reviewer** from the dropdown menu.

ProCard Approver:



Account Reviewer:

Account Reviewer Phone:


PaymentNet Access of Cardholder:


Does this cardholder need access as a reviewer for other department cardholders? * Yes No

Add the **Account Reviewer** phone number.

ProCard Approver:

Account Reviewer: * ▼

Account Reviewer Phone:  *

PaymentNet Access of Cardholder:  * ▼


Does this cardholder need access as a reviewer for other department cardholders? * Yes No


Select the level of **PaymentNet Access** the cardholder should have. The access levels are:

- Cardholder: have access to budgets within their department only
- Manager: have access to all budgets in their parent organization code
- Division: can have access to all budgets at UW

ProCard Approver:

Account Reviewer: * ▼

Account Reviewer Phone:  *


PaymentNet Access of Cardholder:  * ▼


Does this cardholder need access as a reviewer for other department cardholders? * ▼

Answer the final question; does this cardholder need access as a reviewer for other cardholders within the department?

ProCard Approver:

Account Reviewer: * ▼

Account Reviewer Phone:  *

PaymentNet Access of Cardholder:  * ▼

Does this cardholder need access as a reviewer for other department cardholders? * Yes No

When finished, click **Submit**.

ProCard Approver:

Account Reviewer: * Mary Jane Mackay
Account Reviewer Phone: 2062215000
PaymentNet Access of Cardholder: * Cardholder
Does this cardholder need access as a reviewer for other department cardholders? * Yes No

COMMENTS - ENTIRE CARD APPLICATION

Comments:

ATTACHMENTS - ENTIRE CARD APPLICATION

Add Attachment

Travel Card Review Section

In the Travel Card Approver Section, verify how long the individual will be employed at UW.

Travel Card Approver:

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

If you say **Yes**, verify the budget statement that follows.

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

I understand the department Budget number will be charged if the cardholder does not pay their Travel Card statement balance:

*

If you say **No**, please contact Card Services at procard@uw.edu for assistance.

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

STOP: Please contact **Card Services** for further information.