Purchasing Card Application, Activation, and Registration

Procedure #: 300.1
Rev.: 3
Effective Date: May 4, 2018

Related Policy: Purchasing Card Policy
Functional Owner: Accounting Services, Division of Business Services
Contact: Purchasing Card Program Manager: (608) 262-3300 meghann.grove@wisc.edu

Contents

I. Procedure Statement
II. Who is Affected by This Procedure
III. Procedure
IV. Contact Roles and Responsibilities
V. Definitions
VI. Related References
VII. Revisions

I. Procedure Statement

The UW-Madison purchasing card is a VISA card issued through and supported by U.S. Bank. The card is sponsored by the employing department and is authorized for use for UW-Madison business only. The Purchasing Card Program Office in the Division of Business Services administers the Purchasing Card Program. To obtain a purchasing card, an employee must complete an Automated Purchasing Card Application and Agreement and attend mandatory training. All applications are subject to the approval of the applicant’s supervisor, site manager, Divisional Business Office, Purchasing Card Program Manager, and in some cases, the Office of Research and Sponsored Programs. After receiving a purchasing card, the employee must activate the card and register in Access Online. Details are outlined below.

II. Who is Affected by This Procedure

Employees who apply for purchasing cards; site managers; Divisional Business Office staff; the Division of Business Services Purchasing Card Program Manager; Research and Sponsored Programs staff.

III. Procedure

A. Card application: To apply for a purchasing card, an employee must complete and submit the Automated Purchasing Card Application & Agreement. Once submitted, the application routes electronically to the assigned site manager.

B. Approval process:
   1. Supervisor approval: The supervisor reviews the application. If the application is not approved, an automated email is sent notifying the applicant the application was not approved. If the application is approved, it is routed to the site manager.
2. **Site manager approval**: The site manager reviews the application. If the application is not approved, an automated email is sent notifying the applicant the application was not approved. If the application is approved, it is routed to the Divisional Business Office.

3. **Divisional Business Office approval**: The Divisional Business Office reviews the application. If the application is not approved, an automated email is sent notifying the applicant the application was not approved. If the application is approved, it is routed to the Purchasing Card Program Manager or, if the requested default funding includes a sponsored project, to the Office of Research and Sponsored Programs.

4. **Office of Research and Sponsored Programs approval (only required if default funding includes a sponsored project)**: The Office of Research and Sponsored Programs reviews the application for the appropriateness of using sponsored funds (133/144) as the default funding source. If the application is not approved, an automated email is sent notifying the applicant the application was not approved. If the application is approved, it is routed to the Purchasing Card Program Manager.

5. **Purchasing Card Program Manager approval**: The Purchasing Card Program Manager reviews the application and confirms whether the applicant is eligible to receive a purchasing card based on prior audit or monitoring findings. If the applicant is ineligible, the Purchasing Card Program Manager notifies the applicant, the site manager, and the Divisional Business Office that the application was not approved. If the applicant is eligible, the Purchasing Card Program Manager verifies the applicant has completed the required training. If the applicant has not completed the required training, the Purchasing Card Program Manager notifies the applicant of the training requirement and retains the application without ordering the purchasing card from U.S. Bank. If the applicant has completed the required training, the Purchasing Card Program Manager approves the application and orders the card from U.S. Bank.

C. **Training**: Before the Purchasing Card Program Manager orders a purchasing card from U.S. Bank, the applicant must attend Purchasing Card Policies and Procedures training. Registration is available on the [Purchasing Card Training web page](#).

D. **Card distribution**: U.S. Bank mails the purchasing card directly to the applicant at the department address indicated in the Automated Purchasing Card Application and Agreement.

E. **Card activation**: To activate the card, the cardholder must call U.S. Bank Customer Service at (800) 344-5696 and follow these steps:
   1. When prompted for the last four digits of the Social Security number or Employee ID, enter four zeroes.
   2. When prompted, select a 4-digit personal identification number (PIN).
   3. Sign the back of the card.

F. **Access Online registration**: Registration enables email notification when a statement is available in Access Online. If a cardholder has multiple cards, all of the cards may be registered under one profile. To register, the cardholder follows these steps:
   1. Navigate to [https://access.usbank.com](https://access.usbank.com).
   2. Click **Register Online**.
   3. Enter the following information:
      a. **Organization Short Name**: uwmdsn
b. **Account Number:** The 16-digit account number located on the front of the new card.

c. **Account Expiration Date:** The month/year of expiration located on the front of the new card.

4. Click **Register This Account.**

   *Note:* If the cardholder has more than one card to register, the cardholder should click **Additional Account,** enter the additional account information, and click **Save List.**

5. Establish a User ID and password.

6. Select three unique authentication questions and answers to be used in the event that the password is forgotten when attempting to log in.

   *Note:* If a cardholder forgets the User ID, the authentication questions will not be helpful. The cardholder will likely be asked questions that were not previously answered and will be unable to log into the system. If this happens, the cardholder should contact the Purchasing Card Program Manager.

7. Enter cardholder contact information and click **Continue.**

8. Click **My Personal Information** in the left navigation panel.

9. Click **Email Notification.**

10. Under the **Statement Notification** section, change the status dropdown to **Enabled.**

11. Click **Save.**

Once this registration process is complete, the cardholder is able to begin using the purchasing card.

G. **Real Time Fraud Alerts:** To enroll in real time fraud alerts via text message or email, [see Procedure 300.8 - How to Enroll in Real Time Fraud Alerts](#).

### IV. Contact Roles and Responsibilities

A. **Applicant/Cardholder:** responsible for submitting an application, enrolling in and attending the mandatory purchasing card training, activating the card, and registering the card in Access Online.

B. **Supervisor:** responsible for reviewing and approving the application.

C. **Site manager:** responsible for reviewing and approving the application (review includes default funding and credit limits), reviewing all card activity, acting as the liaison between cardholders and the Purchasing Card Program Office, and retaining all purchasing card documentation for the required timeframe (six years plus the current year).

D. **Divisional Business Office:** responsible for reviewing and approving the application (review includes default funding and credit limits).

E. **Office of Research and Sponsored Programs:** responsible for reviewing the application for the appropriateness of using sponsored funds (133/144) as the default funding source.

F. **Purchasing Card Program Manager:** responsible for reviewing the application for eligibility, ordering the card from U.S. Bank, training, and retaining documentation.
G. **U.S. Bank**: responsible for processing the card request, producing the card, sending the card to the applicant, and making activation and Access Online available to the applicant.

V. **Definitions**

A. **Access Online**: the web-based transaction management tool used to support the Purchasing Card Program at UW-Madison.

B. **Personal identification number (PIN)**: the identifying number assigned to the cardholder by U.S. Bank and used for validating electronic transactions. The PIN may be required for in-person purchases.

C. **Site manager**: the individual who manages purchasing cards at the departmental or divisional level.

D. **Purchasing Card Program Manager**: the individual appointed by the Accounting Services unit in the Division of Business Services to manage, coordinate, and control purchasing cards for campus.

VI. **Related References**

- Purchasing Card Policy
- 300.2: Purchasing Cardholder Use and Account Management Procedure
- 300.3: Purchasing Card Deactivation Procedure

VII. **Revisions**

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<thead>
<tr>
<th>Procedure Number</th>
<th>Date Approved</th>
<th>Revision Dates</th>
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| 300.1            | May 8, 2017     | May 8, 2017  
|                  |                 | June 21, 2017 – remove Travel Card training option.                                                      |
|                  |                 | March 28, 2018 – add role of applicant’s Supervisor in Section I Procedure Statement and Section III Procedure. |
|                  |                 | May 4, 2018 – updated card distribution process.                                                         |