



Department Purchasing Card Application, Activation, and Registration

Procedure #: 300.9

Rev.: 0

Effective Date: **May 8, 2017**

Related Policy: [Purchasing Card Policy](#)
Functional Owner: Accounting Services, Division of Business Services
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I. Procedure Statement

The UW-Madison department 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 department purchasing card, an employee must complete an application and complete mandatory training. All applications are subject to the approval of the applicant's supervisor, site manager, Divisional Chief Financial Officer, 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 department purchasing cards; site managers; Divisional Chief Financial Officers; the Division of Business Services Purchasing Card Program Manager; Research and Sponsored Programs staff.

III. Procedure

- A. **Card application:** To apply for a department purchasing card, an employee must complete the [Department Purchasing Card Application](#). This paper application must be physically routed for the below required approvals.
- B. **Approval process:**
 1. **Supervisor approval:** The supervisor reviews and signs the application.
 2. **Site manager approval:** The site manager reviews and signs the application.

3. **Divisional Chief Financial Officer approval:** The Divisional Chief Financial Officer reviews and signs the application.
 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.
 5. **Purchasing Card Program Manager approval:** The Purchasing Card Program Manager reviews the application and confirms whether the applicant is eligible to receive a department 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 Chief Financial Officer 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 requirements and retains the application without ordering the department 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 department 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](#). In addition, the applicant must complete an online course specific to the use of a department purchasing card. The Purchasing Card Program Manager will enroll the applicant in the course upon receipt of the applicant's approved Department Purchasing Card Application. It is recommended the application attend the in-person training session prior to completing the online requirement.
- D. **Card distribution:** U.S. Bank mails the department purchasing card directly to the applicant at the department address indicated in the Department Purchasing Card Application.
- E. **Card activation:** To activate the card, the Department Card Administrator (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>.
 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/Department Card Administrator/Cardholder:** responsible for submitting an application, enrolling in and completing 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 Chief Financial Officer:** 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

- [Policy 300: Purchasing Card](#)
- [Procedure 300.2: Purchasing Card Use and Account Management](#)
- [Procedure 300.3: Purchasing Card Deactivation](#)

VII. Revisions

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