



Purchasing Card Application, Activation, and Registration

Procedure #: 3013.1

Rev.: 2

Effective Date: May 8, 2017

Related Policy: [Purchasing Card Policy](#)
Functional Owner: Accounting Services, Division of Business Services
Contact: Purchasing Card Program Manager: (608) 262-3300
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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. 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 complete [Purchasing Card Policies and Procedures training](#).
- D. **Card distribution:** U.S. Bank mails the purchasing card directly to the applicant at the address indicated on the Automated Purchasing Card Application and Agreement.
- E. **Card activation:** Cards may be activated online or via phone:
1. **Online:**
 - i. Navigate to <https://access.usbank.com>.
 - ii. On the login screen, click Activate Your Card.
 - iii. Enter the requested information (card number, expiration date, last 4 digits of business phone number).
 - iv. The cardholder will be sent two emails to the email address on file for the account, one with a unique activation link and another with an activation code. Follow the link in the first email to enter the code from the second email. The link and activation code are valid for 20 minutes. If this time lapses, the cardholder should begin the process again.
 2. **Phone:**
 - i. Contact U.S. Bank Customer Service at (800) 344-5696.

- ii. When prompted for the last four digits of the Social Security number or Employee ID, enter four zeroes.

- F. **Cardholder Signature:** For security purposes, the cardholder must sign the back of the purchasing card.
- G. **Real-Time Alerts:** To enroll in real time alerts via text message or email, see [Procedure 3013.8 - How to Enroll in Real-Time Alerts](#).

IV. Contact Roles and Responsibilities

- A. **Applicant/Cardholder:** responsible for applying, 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).
- 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.

V. Definitions

- A. **Access Online:** U.S. Bank's web-based transaction management tool used by the Purchasing Card Program Manager to maintain the purchasing card program at UW-Madison and by purchasing cardholders to manage account settings.
- 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

- [UW-3013: Purchasing Card Policy](#)
- [Procedure 3013.2: Purchasing Card Use and Account Management](#)
- [Procedure 3013.3: Purchasing Card Deactivation](#)

VII. Revisions

Procedure Number	3013.1
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