

DEPARTMENTAL TRAVEL CARD INSTRUCTIONS

NEW DEPARTMENTAL TRAVEL CARDHOLDER:

1. Check the New block at the top of the page.
2. CARDHOLDER INFORMATION - Complete all sections
 - Provide the cardholders department address – normally the PO Box number.
 - Use either mother's maiden name or password. Remember that the bank will ask for the mother's maiden name. You will have to remember that you used a password. You can contact the ProCard Administrator for it if you forget.
 - Default departmental fund, org and account number must be provided. This is where charges will default to in Banner if they are not reconciled.
 - The form needs to be signed by the Department Approving Official (Dean, Director, Department Head or Fiscal Officer).
3. CARD CONTROL LIMITS

Required:

 - Monthly Credit Limit -- This is the monthly spending limit of the card. It should be adequate for the cardholder's worst possible month of ticket purchases.
 - Single Purchase Limit -- The amount the cardholder may charge at a given time. It should be large enough to cover the most expensive ticket or group of tickets to be purchased.

Optional:

 - Authorizations per day -- How many times the card may be used in a day.
 - Transactions per cycle -- How many times the card may be used in a month.

CHANGES TO AN EXISTING CARDHOLDER

1. Check the Change block at the top of the page.
2. Enter the cardholders name
3. **ONLY** complete the sections that are being changed
4. Form needs to be signed by the Approving Official.

CLOSE DEPARTMENTAL TRAVEL CREDIT CARD ACCOUNT

1. Check the Close block at the top of the page.
2. Enter the cardholders name
3. Form needs to be signed by the Approving Official.

**Submit completed form to Procurement & Contract Services
Justine Nelson (Procard Administrator)
at Justine@alaska.edu**
