Creating a Procurement Authorization to US Bank – Request for TCard

1. Type **PA** in the **Command** field; tab to the **Action** field and type **'A'** (Add); press **'Enter'**. Press **PF1** in the **Employee ID** field to activate the employee help facility. Type the last name of the employee you are looking for. If you want to further define your help, you can also include the first name. **PLEASE NOTE**: If you include the first name you **MUST** use a comma **(,)** between the first and last name. Once you located the employee name; select it and the employee ID number will be displayed in the banner; tab to the **Vendor ID** field and press **PF1** to activate the help facility. Select Vendor Number: **218731-01-001 US Bank (TCard)** from the selection of e-Business Partners.
2. The information regarding the employee is displayed below the banner. **IMPORTANT:** Review this information carefully to insure that you have selected the appropriate employee.
3. The BU displayed in the **Tracking BU** field is a default BU associated with the employee. This BU will be used when locating charges associated with a BU and can be revised if needed.
4. The **Monthly Credit Limit** field for a PA issued to **US Bank** will default to **$5,000.** This amount may be lowered or increased as needed**. The **Single Transaction Limit** and **Number of Transactions per day** are not allowable fields when requesting a PA with **US Bank.**
5. In the **Default Cost Center** field, enter the cost center that will most likely be used to distribute your charges. **REMEMBER**: This cost center **MUST** be a maintenance cost center. If you wish to include other cost centers for use in distributing your charges, these can be included from the **PAPC** function.
6. In the **Default Category** field, enter the category that will most likely be used to distribute your charges.
7. The **PR** field is available, if you further categorize your charges at a project level.
8. The **Comment** field is used to enter either **'Administrative'** or **'Traveler'** to identify the type of card you are requesting. If you are creating a PA for an hourly employee, the supervisor's name is required to be entered here.
9. Press **'Enter'** to validate and **PF10** to submit this Authorization via TARGET for approval.

An example is listed below:

```
All entries are valid, press PF10 to save transaction
 UPOPA   1 PROD              Procurement Authorization - PA           03/10/10 15:26
 Command:          Action: A  Req:            :        PO:                 :        TA:
 Employee ID: 119196        Vendor ID: 218731-01-001  Effective Date: 03/10/2010
 -------------------------------------------------------------------------------
 Action: A Employee: 119196 Karen M. Jones
          BU:        AVCB    Asso Vice Chan Busin
          Title:    Project/Program Specialist       Position No: 2239
 Campus Phone: 479/575-8414 E-mail Addr: KMJ004@uark.edu
 E-Business Partner: 218731  US Bank (TCard)
 Effective from: 03/10/10 through: 12/31/99        Initiated:
 ------------------------------------------------        Approved:
   Tracking BU:  AVCB Asso Vice Chan Busin
   Monthly Credit Limit:            5000.00
   Single Transaction Limit:                                PA Status:
   Number of Transactions per day:
 ============================ Default Expensing ============================
 Company Cost Center: 0102 02030-61-0000    Category: Maint    Project:
  Associate Vice-Chancellor for Business


 Cmmnt: Administrative TCard


 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Suspd Quit         RStrt                            Save  CComm
```