

INSTRUCTIONS FOR CREDIT CARD PURCHASES

US Bank (Vendor ID 24305) should be used as a vendor for online requisitions requiring a credit card. Example of purchases that may need credit card: digital items, licenses, etc. Please follow the instructions below when submitting online requisitions:

1. Enter all required information to generate the requisition
2. Select supplier as US Bank in the ***Requisition Defaults***
3. Include the following attachment and information in the ***Add Comments/Attachments*** section
 - a. Website link
 - b. Vendor information including email address
 - c. Account and password – *required for purchasing to login and complete payment*
 - d. Shopping cart attachment