



(Optional) Assign credit card codes to users

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Assign specific credit card codes to individual requisition users. If requisition users will not be selecting a credit card when submitting the PO, then the credit card codes do not need to be assigned to specific users. The business office will be able to select a credit card code on the PO at the time the payable is entered in Finance.

If a credit card code is assigned to a user, the user can select from the list of active and assigned credit card codes in the **Credit Card Code** drop-down field when entering a requisition on the Purchasing > Maintenance > Create/Modify Requisition and Create/Modify Contract Requisition pages in the Purchasing application.