



## **(Optional) Assign credit card codes to users**



# Table of Contents

**(Optional) Assign credit card codes to users** ..... i

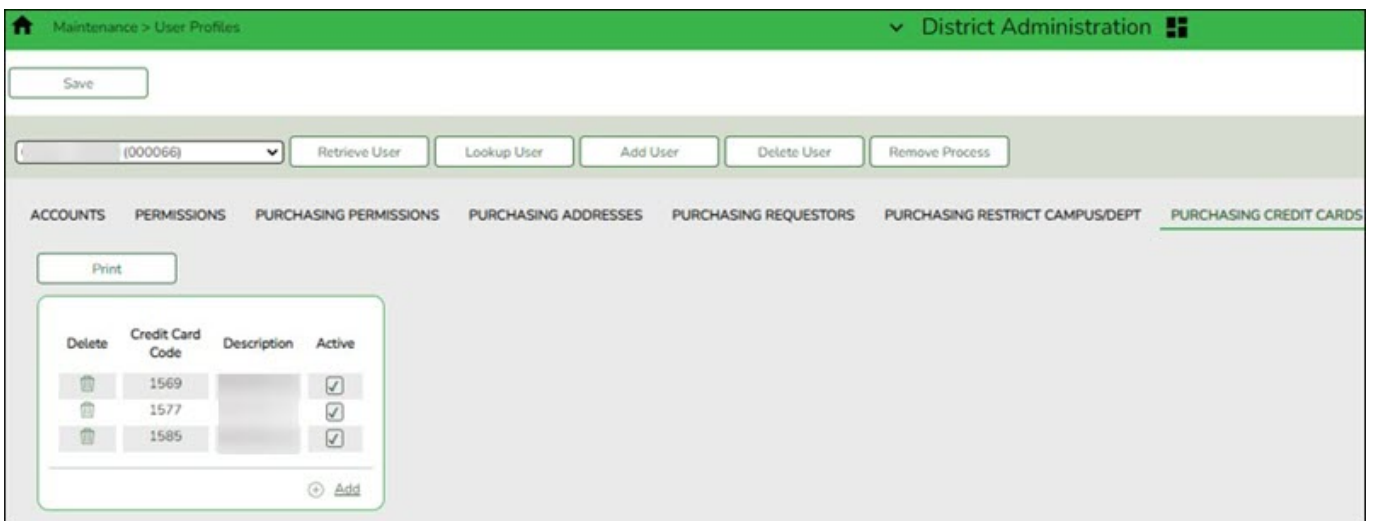


## (Optional) Assign credit cards to users

[District Administration](#) > [Maintenance](#) > [User Profiles](#) > [Purchasing Credit](#)

Assign specific credit card codes to individual requisition users. If requisition users will not be selecting a credit card when submitting a 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.



Click **+Add** to add a row. The Credit Card Directory is displayed.

- Select one or more credit card codes to assign to the selected user. Only credit card codes that exist on the [Finance > Tables > Credit Card Codes](#) tab are displayed.
- Type data in the **Search** field to narrow the list of credit card codes displayed in the list.
- Click **OK** to continue and return to the Purchasing Credit Cards tab.
- Click **Cancel** to return to the Purchasing Credit Cards tab without making a selection.

Field	Description
<b>Credit Card Code</b>	The user-defined credit card code is displayed.
<b>Description</b>	The user-defined credit card code description is displayed.
<b>Active</b>	Indicates the credit card code status.

Click **Save**.