



## Set up purchasing credit card data



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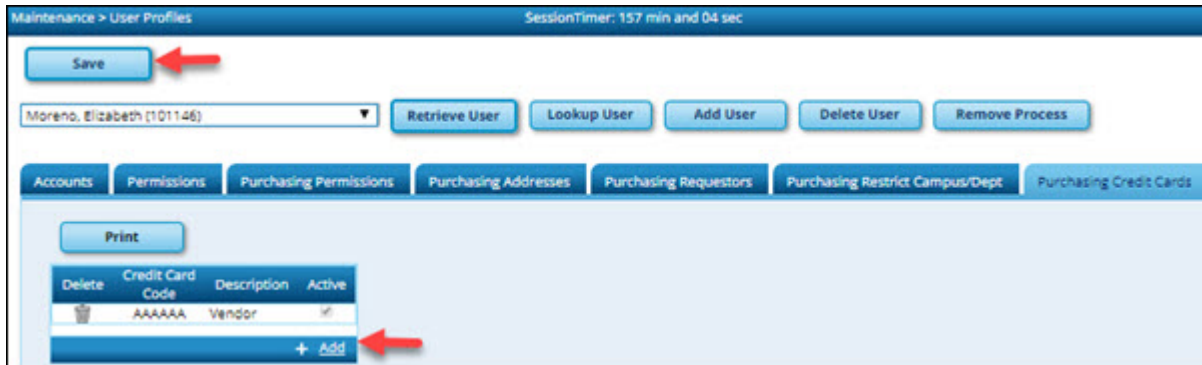
**Set up purchasing credit card data** ..... i



District Administration > Maintenance > User Profiles > Purchasing Credit Cards

If your LEA uses the credit card functionality and has existing credit card codes on the [Finance > Tables > Credit Card Codes](#) tab, you can assign those credit card codes to individual users. This allows users to select from a list of active and assigned credit card codes when entering requisitions on the [Purchasing > Maintenance > Create/Modify Requisition](#) page.

Image



Click **+Add** to add a credit card code.

<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**.