Set up purchasing credit card data

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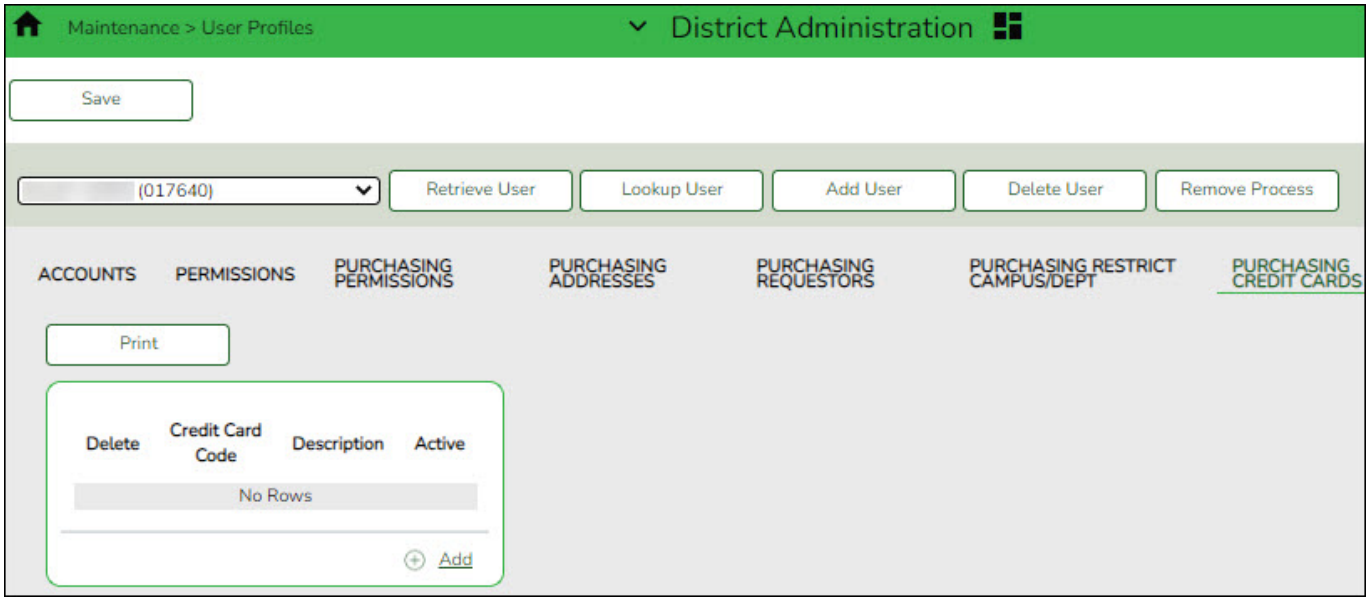
District Administration > Maintenance > User Profiles > Purchasing Credit Cards

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.



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

Credit Card Code	The user-defined credit card code is displayed.
Description	The user-defined credit card code description is displayed.
Active	Indicates the credit card code status.

❑ Click **Save**.