

Univ. of Iowa Procurement Card Activation Instructions

Procurement cards are set to expire 3 years from the issue month. During the month in which your card expires, a replacement card will be mailed directly to you from the card provider.

Once your card is received, please complete the steps below to activate the card and dispose of the old card.

Activate your new card by calling the number on the activation sticker affixed to the front of the card. An automated activation line prompts you to enter the following information:

- The 16-digit credit card number
- Last 4 digits of your University ID

IMPORTANT: To protect employee social security numbers, the University of Iowa arranged with US Bank to use University ID numbers for card activation. Your social security number will not work. **You will automatically be prompted for your social security number, enter the last 4 digits of your University ID number instead.** Your University ID is found on the front or back side of your UI identification card, depending when the card was issued. Your University ID is also located in ProTrav. Under the PCard tab, navigate to the My Cards section, locate your name and click the “+” to expand available options. Click the Account Info link to display your University ID.

- Card zip code and your office phone number

NOTE: The zip code is located on the tri-fold sheet your Procurement Card is attached to. You can also find this address in ProTrav, under the PCard tab navigate to the My Cards section, locate your name and click the “+” to expand available options. Click the Account Info link to display the zip code and office phone number associated with your Procurement Card. You will need this address for online and phone purchases.

Once your new card is activated, cut your old card in half and campus mail to 202 PCO, attn Quality Assurance Team.

If you have any additional questions, please reply to this email.

Sincerely,

Quality Assurance Team