

PROCUREMENT CARD

QUICK FACTS

- US Bank customer service phone number: **1-800-344-5696**
- US Bank Access Online www.access.usbank.com
 - To activate your card, you will need the following information
 - Your account number (printed on the card)
 - Your zip code (on the paper your card is attached to)
 - Enter "0000" when asked for the last 4 digits of your SSN
 - Your phone number – this will either be your office number or the main office number of where you work
- Puyallup School District training can be found here with subjects listed below:

[Puyallup School District Procurement Cards](#)
 - **Procurement Card Online Presentation** (includes initial online account registration, activation, cardholder responsibilities, allowed/disallowed purchases and completion certificate)
 - **New Account Application**
 - **Online Reconciliation Process** (accessing transactions, changing account codes, printing the account activity report, adding detailed comments, signature requirements, itemized receipts and other backup documentation details)
 - All reconciling items and backup documentation need to be turned in to your Business Services Specialist five business days after the billing cycle closes (usually between the 25th-27th each month)
 - Account Activity Report – be sure to add detailed comments/descriptions of purchases
 - Itemized receipts (showing actual items purchased)
 - Any other required back-up (agendas, signed attendee lists, ASB PO's)
 - Signatures (admin and additional budget authority, if needed)
- Accounting Contacts:
 - Area C - Business Services Specialist [Pam Heath](#) (841-8708)
 - Area D - Business Services Specialist [Julie Beckman](#) (841-8623)
 - Area B - Business Services Specialist [Taylor Lempitsky](#) (841-8767)
- Procurement Card Program Admin:
 - Assistant Director of Finance [Amie Day](#) (435-6777)
 - Procurement and Contracts Analyst [Paige Scroger](#) (841-8622)