Transition to US Bank
Card Application Process
Single Transaction Limit Increase
Improved Reconciliation Process
Differences from Previous Process
• With The Transition to US Bank, It is no longer Required to have/apply for a separate card For transactions on Grant accounts.
• The bank provides an option to select an account type when allocating transactions.
• US Bank processes new card application immediately and ships out new cards the day after.
• With the transition to US Bank, the single transaction Limit has been increased from $2,999.99 to $10,000.
• The transaction Limit per single allowable equipment Item has been increased from $999 to $3000.
• Cardholders now have the option to request access to their individual cards on the bank website.
• Transactions can be disputed by cardholders/reconcilers on the bank website
• Supporting documentation for all transactions can be uploaded on the bank website.
• US Bank provides a list of most common transaction decline codes and their meaning.
When all cardholders in a department upload the supporting documentation for transaction to the bank website, only the Reconciliation Log, Department Report and Cardholder Report are required in the monthly reconciliation packet.

- Department Reports now show the totals for each cardholder in the department.
- Sales tax and transaction disputes are now included in the Department and Cardholder Reports.
- Allocation information is combined into one column of both the Department and Cardholder reports.
Thank You

Business Services Building.

Contact Numbers:
256-824-2239
256-824-6515

Email Address:
ani.Binitie@uah.edu
pcard@uah.edu