Purchasing Card – How to Enroll in Real-Time Alerts
Procedure #: 300.8
Rev.: 1
Effective Date: January 17, 2020

Related Policy: Purchasing Card Policy
Functional Owner: Accounting Services, Division of Business Services
Contact: Purchasing Card Program Manager: (608) 262-3300 meghann.grove@wisc.edu

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I. Procedure Statement

U.S. Bank will notify cardholders via text and/or e-mail when previously identified or suspicious activity has been detected on a Purchasing Card. Cardholders can easily confirm whether a transaction is valid or fraudulent, ensuring fewer unnecessary declines and prompt protection in the event of attempted fraud.

II. Who is Affected by This Procedure?

Purchasing cardholders

III. Procedure

B. Navigate to My Personal Information > Account Alerts.
C. Confirm or provide the Mobile and Email contact information.
D. Choose to receive alerts at any time or specify a time frame for text alerts.
E. Review the Alert Types tabs and make selections.
F. Click Terms and Conditions to review.
G. Select the “I have read and agree to the Terms and Conditions Agreement” box, and click Submit.
IV. Contact Roles and Responsibilities

A. Cardholder: responsible for enrolling in real-time fraud alerts if desired
B. U.S. Bank: responsible for sending real-time text/email alerts when fraud is suspected

V. Definitions

A. Access Online: the web-based transaction management tool used to support the Purchasing Card Program at UW-Madison.
B. Cardholder: the UW-Madison employee whose name appears on a purchasing card and who is responsible for all purchases made with that card.
C. Fraud Alert: communication in the form of a text message or email sent by U.S. Bank to an enrolled purchasing cardholder when U.S. Bank suspects fraudulent use of the purchasing card

VI. Related References

VII. Revisions

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<tr>
<td>Date Approved</td>
<td>April 4, 2018</td>
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<tr>
<td>Revision Dates</td>
<td>April 4, 2018  January 17, 2020: Updated procedure to include Event and Purchase alerts in addition to Fraud alerts.</td>
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