

*Due to campus-wide PCI Compliance (credit card compliance), we are no longer able to process credit card (pro-card) numbers from UW Departments for permit orders. Effective immediately, your department will need to obtain a TS Number from UW Physical Plant and use it to purchase permits from Special Events.*

### TS Number FYI

- A TS number is a five or six digit number. It maps to a funding rule which is your department's funding string. You can expire fund rules and make new rules, but your TS number stays the same.
- "TS" stands for Transportation Services and **must always be included in front of the numbers** with all orders.
- The customer will have all the information necessary to fill out the form except their Transportation Customer # (CUID). You must contact Transportation Services to obtain this information.
- **MAKE A NOTE - Your Transportation Customer # (CUID) is \_\_\_\_\_**
- *(Please remember your account number for future reference)*
- Persons ordering the permits **MUST INCLUDE THEIR TRANSPORTATION CUSTOMER #** in the "Transportation Customer #" box in the online form.

### To apply for a TS Number

- Please visit <https://physicalplant.wisc.edu/>
- Login with your Net ID and password
- Click on Financial Management
- Click on My Funding
- Click on Create a NEW Cost Center (upper left hand corner)
- Once you submit the form online the TS Number will be emailed to you
- If additional help is needed, please contact Sally Hansen at Business Services (265-4215)