All cardholders have the ability to lookup their credit availability in PaymentNet.

Your user id is your University system logon id. If you have forgotten your password, contact Procurement (Becky Telling at 474-7315 or Denise Caissie at 474-7374) for assistance.

Log into PaymentNet.

On the main page, look at the blue box on the right hand side of the screen. Verify that the card number is the card you need the credit balance of.

To select a different card number, use the drop down arrow to open a list to select from. Click on the card number you want the balance of. If you have both Cardholder and Reconciler roles, you must be logged in as the Cardholder to access information for all your cards.

Listed under Account Summary, will be your Credit Limit (monthly cycle limit), your Current Balance, and your Available Credit.

Your Available Credit is what you have left to spend in the current cycle.

Based on what you see here, you can determine if there is adequate credit to make the purchase or if you may need to request a credit increase.