

Expedited Card Delivery Fees ^[1]

July 10, 2024 by [Staff](#) ^[2]

Our commercial card provider, US Bank, has changed its procedure for expedited card requests. Effective immediately, all newly issued and replacement cards will incur a \$20 fee for rush delivery. The fee will be charged to the card account associated with the request, and it will be the responsibility of the cardholder and/or their department to reconcile this expense. The PSC does not charge any fees for rush processing.

When a current commercial card expires, replacement cards are mailed to the address on file with US Bank within the first two weeks of the expiration month. The standard mailing timeline for card delivery is 7-10 business days; please plan accordingly. If you have not updated your mailing address with the bank, please utilize Concur Request to do so before your current card expires.

For more information on the status of a replacement card on your account, please contact US Bank directly at the number on the back of your current card. For assistance confirming your current account mailing address or to report a replacement card lost in the mail (more than 10 days after US Bank indicated it was mailed), reach out to PSC@cu.edu ^[3]. For more information on how to use Concur Request for account updates, please refer to the associated knowledge articles [Procurement Card | Updates](#) ^[4] or [Travel Card | Updates](#) ^[5].

[Procurement Card](#) ^[6]

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Links

[1] <https://www.cu.edu/blog/psc-communicator/expedited-card-delivery-fees> ^[2]

<https://www.cu.edu/blog/psc-communicator/author/151203> ^[3] <mailto:PSC@cu.edu>

[4] <https://pschelp.cu.edu/s/article/Concur-Request-Procurement-Card-Updates>

[5] <https://pschelp.cu.edu/s/article/Concur-Request-Travel-Card-Updates> ^[6] <https://www.cu.edu/blog/psc-communicator/tag/procurement-card>