

CCARDColorado
Commercial Card Manual

Sample Reporting Hierarchy

- Typically resembles your organizational structure
- Up to seven levels – you can **name** levels 3 through 7
- Each unit has a unique 5 digit code and a name assigned to it
 - Unit names can be up to 40 characters in length
 - Unit contact and address is also required
- Levels 4-7 are determined by entity [examples below]
- Your Level2 unit code will begin with one of the below values depending on entity type
 - 20* = Agency
 - 21* = Higher Ed
 - 22* = Community College
 - 23* = Judicial
 - 24* = Poly Subs
 - 25* = General Assembly

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
State of Colorado Purchase Card Program						
	Entity Name					
		Billing Account				
			Department			
				Division		
					Business Unit	
						Approvers
State of Colorado One Card Program						
	Entity Name					
		Billing Account				
			Department			
				Division		
					Business Unit	
						Approvers
State of Colorado Travel Card Program						
	Entity Name					
		Billing Account				
			Department			
				Division		
					Business Unit	
						Approvers

NOTE: To ensure the proper entity logo is used with the creation of a new card, the appropriate graphics number [located on the back of the proof card and typically starts with FA] that is tied to the Agent number is required. The Agent number determines the card type issued and is then assigned to the billing account (level 3).