This Quick Reference Guide (QRG) supports employees who may need to create a request for a credit card in Workday.

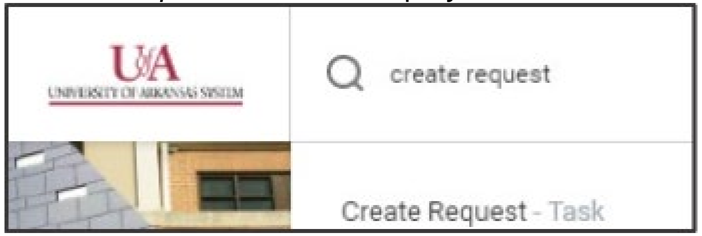
To create a credit card request, complete the following steps:

REQUEST A CREDIT CARD

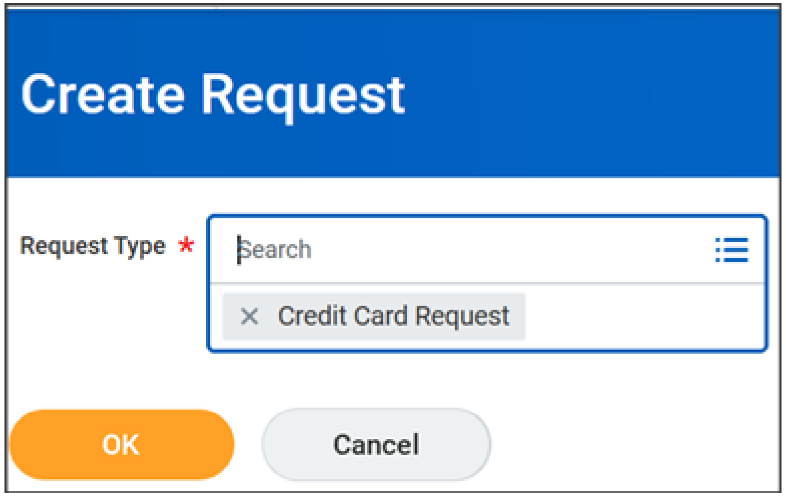
From the Workday homepage:

1. Type 'Create Request' and select the task.

The *Create Request* screen is displayed.

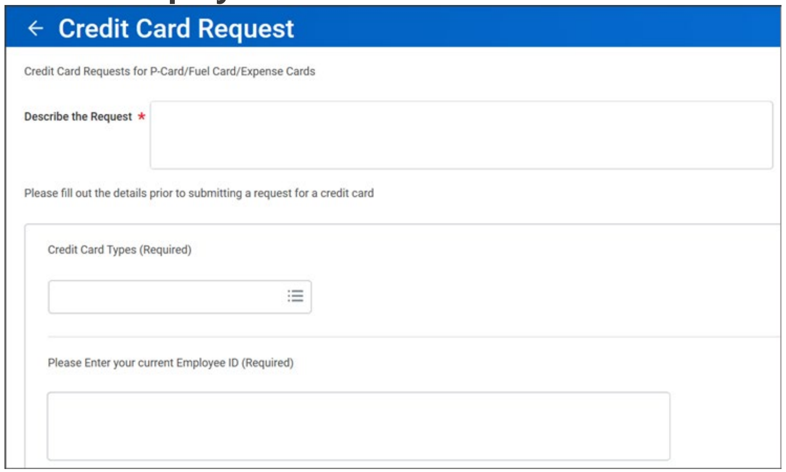


2. In the **Request Type** search for **Credit Card Request**.
3. Click **OK**.

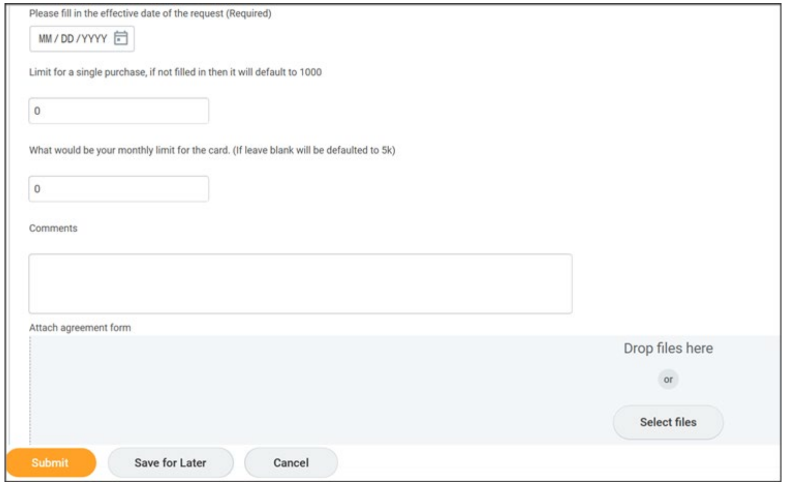


Complete the request:

4. Complete **Describe the Request.**
5. Select the **Credit Card Type** (Procurement, Travel or Fuel Card).
6. Enter in **Employee ID.**



7. Select **Effective Date**.
8. Enter **Limit for a Single Purchase Amount** (if not entered it will default to $1,000).
9. Enter **Monthly Limit** (if not entered it will default to $5,000).
10. Enter **Comments**, as needed.
11. Add **Attachment Agreement Form**.
12. Click **Submit**



NEXT STEPS

The process for requesting a credit card is complete.

By clicking **Details and Process**, you can view the actions taken thus far in the process. Any changes are tracked in the **Process History** table.

An approver receives a Workday Inbox task to approve, deny or send back. An approver must provide a reason, if sending the request back.