

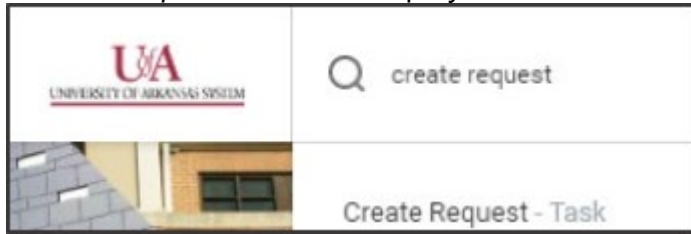
This Quick Reference Guide (QRG) supports employees who may need to create a request for a credit card in Workday.

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

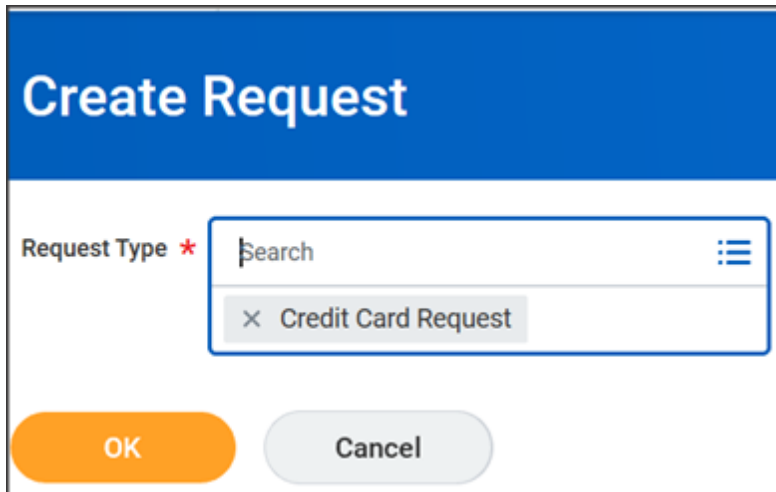
REQUEST A CREDIT CARD

From the Workday homepage:

1. Type 'Create Request' and select the task.
The *Create Request* screen is displayed.

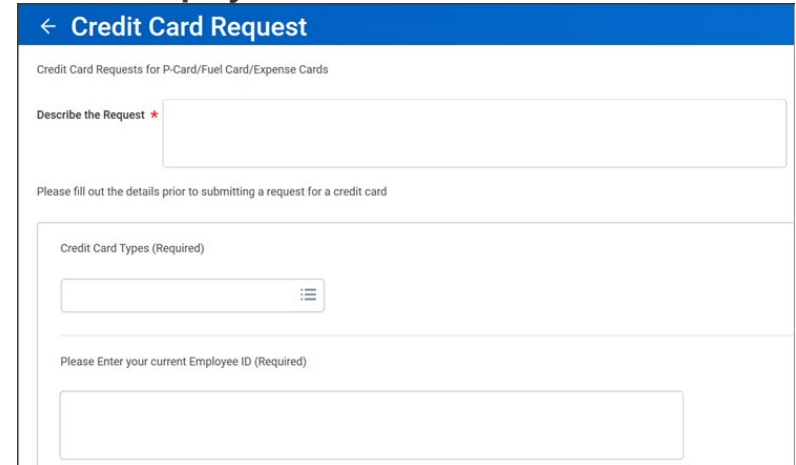


2. In the **Request Type** search for **Credit Card Request**.
3. Click **OK**.



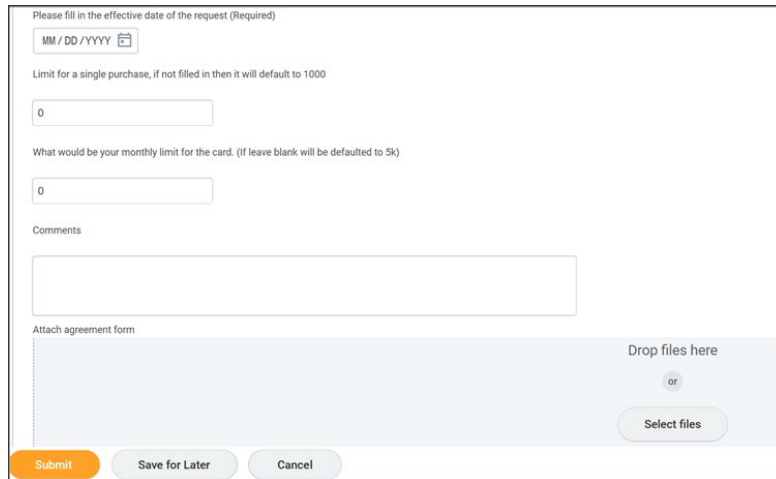
Complete the request:

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



request back.

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**



The screenshot shows a web form for requesting a credit card. At the top, it says "Please fill in the effective date of the request (Required)" with a date picker set to "MM / DD / YYYY". Below that is a field for "Limit for a single purchase, if not filled in then it will default to 1000" with the value "0". The next field is "What would be your monthly limit for the card. (If leave blank will be defaulted to 5k)" with the value "0". There is a "Comments" text area. At the bottom, there is an "Attach agreement form" section with a "Drop files here" area and a "Select files" button. At the very bottom, there are three buttons: "Submit" (orange), "Save for Later", and "Cancel".

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