UD Credit Card Services

Use this form for all requests related to the UD Credit Card. This form can be initiated for yourself or for another UD employee. Updates to existing cards for multiple employees can be done using one form. The types of requests that can be made using this form are:

1. Access to Works (the employee is NOT required to have a UD credit card to get access to Works)
2. Request a New Card
3. Replenish a declining balance card
4. Update existing card
5. Cancel Card

If you have questions, contact Procurement at (302) 831-2159 or by email, creditcard@udel.edu.

Symbol key: * Required information, ! Error

Form originator

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Department: Procurement Services (4750)
Department address: 104 General Services Building
Department phone: * 302-831-2167 (use format nnn-nnn-nnnn)

Request type

Requested for: ⭕️ Myself
☐ Another employee
☐ Multiple employees (only for requesting updates to existing cards)

Type of request: ⭕️ Choose one
Choose one
Access to Works™
New card
Replenish declining balance card
Update existing card(s)
Cancel card

Next step ➔
Steps to Cancel a Credit Card:

Step 1: UD Web forms log in → Blanks → UD Credit Card Services

Scroll down the list to find

UD Credit Card Services
Wellness Activity Log: Individual
Wellness Activity Log: Team Captain
Winter Session Housing Registration

Step 2: The top section on the first page comes with the Originator's information already filled in.
Step 3: Select Requested for - Myself or Another Employee. Multiple Employees choice is available only for Updating Existing Card(s). For Another Employee choice – type in the last name of the employee in the text box and pick from the available list.

Step 4: For Type of request select – Cancel card.
Step 5: Choose the credit card to be cancelled from the drop down. If all cards related to that employee need to be cancelled, choose all cards. Then click Next Step.

Note: If you are changing departments your current UD credit card should be canceled. You should apply for a new card with your new department, if needed

Step 6: Fill in the Termination Date and the Reason for requesting the cancellation of the card. Then click next step.
Step 7: Additional Approvers are Optional. Click Finish & Submit.

Step 8: The form is routed to the Credit Card web form basket for Final Approval.

Step 9: The form originator and the card holder are automatically copied upon Final Approval of the form.