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

Originated by: Narayan, Abhrami Meyrappan (701814301)
Department: Procurement Services (4750)
Department address: 104 General Services Building
Department phone: * 302-831-2157 (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
○ 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.

For updates to Multiple Employees on the same form

An Employee list can be attached or Employees can also be added individually – start typing the employees last name in the text box and select the employee from the list that comes up.

Use the green ‘+’ button to bring up another row to add another employee.
Use the red ‘-‘ button to remove an employee, if added by error

**Step 4:** For Type of request select – Update existing card.

![Diagram of cardholder list and request options]

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

- **Type of request:** Update existing card(s)

- **Available cards:**
  - Choose one
  - Access to Works™
  - New card
  - Replenish declining balance card
  - Update existing card(s)
  - Cancel card

Options to save & exit or exit without saving.
Step 5: Choose the credit card to be updated from the drop down. Then click Next Step.

Step 6: Campus address and phone number changes can be updated in the card holder information section.
Step 7: Credit limit, Single purchase limit, Card administrator and Independent reviewer changes can be updated in the card information section.

Step 8: Default SpeedType and Account changes can be made in the funding section.
**Step 9:** If you are requesting updates to Funding information, you have to choose a Purpose Code Administrator for approval. Additional approvers are optional, not required.

**Step 10:** After the approval of the Purpose Code Administrator, the form is routed to the Credit Card web form basket for final approval.

**Step 11:** The form originator and the card holder are automatically copied upon Final Approval of the form.