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 origination

Originated by: Narayan, Abirami Meyappan (701814301) !

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

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 for requesting Access to Works:

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 – Access to Works. Click Next Step.
Step 5: For Type of access requested select User – view transactions / reimbursements. The requested for employee information comes in auto filled.

Step 6: Select the card administrator. The card administrator is the person who will approve the reimbursement request, transaction sign off.

Start typing the last name of the card administrator or use the magnifying glass to open a pop-up window for an employee look up by last name, first name or UD ID.
Step 7: Type in the default Speed Type and Account. Click on Next Step

Step 8: Choose a Purpose Code Administrator from the drop down to approve the request. Additional Approvers are optional, not required. Click Finish and Submit.
**Step 9:** After the approval of the Purpose Code Administrator, the form is routed to the Credit Card web form basket for final approval.

**Step 10:** The Card Holder and the Card Administrator are automatically copied upon Final Approval of the form.