



UD Credit Card Services – Cancel Card

Procurement Services

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, Abirami Meyyappan (701814301)

Department: Procurement Services (4750)

Department address: 104 General Services Building

Department phone: * (use format nnn-xxx-xxxx)

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 ▶



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Steps to Cancel a Credit Card:

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

HELP BLANKS IN BASKET OUT BASKET ARCHIVE FOLDERS DRAFTS LOG OUT

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.

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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.

The screenshot shows the 'Request type' section of the form. The 'Requested for:' field has three radio button options: 'Myself', 'Another employee', and 'Multiple employees (only for updating existing cards)'. The 'Another employee' option is selected and circled in red. To its right is a text input field containing 'Kuhn', with a dropdown list of names below it: 'Kuhn II, Jerry Stafford (700169672), Dining Services', 'Kuhn, Mary E. (700506967), Procurement Services', and 'Kuhne, Phillip James (700111141), Univ Development'. The 'Type of request: *' field has a dropdown menu with 'Access to Works™' selected.

Step 4: For Type of request select – Cancel card.

The screenshot shows the 'Request type' section of the form. The 'Requested for: *' field has three radio button options: 'Myself', 'Another employee', and 'Multiple employees (only for requesting updates to existing cards)'. The 'Myself' option is selected and circled in red. The 'Type of request:' field has a dropdown menu with 'Choose one' selected. The dropdown list is open, showing options: 'Choose one', 'Access to Works™', 'New card', 'Replenish declining balance card', 'Update existing card(s)', and 'Cancel card'. The 'Cancel card' option is highlighted in blue. A 'Next step' button is visible to the right of the dropdown menu.



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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

Request type

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

Type of request:

Available cards: *
All cards
*****1099
*****6868
*****3535
*****5454

Step 6: Fill in the Termination Date and the Reason for requesting the cancellation of the card. Then click next step.

Cancel card

Termination date: * (use format mm/dd/yyyy)

Reason for requesting cancellation of card: *



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Step 7: Additional Approvers are Optional. Click Finish & Submit.

Routing

Role	Email address	Date
Form Originator	Narayan,Abirami Meyyappan	
Approver ▼	<input type="text"/>	
Approver ▼	<input type="text"/>	
Approver ▼	<input type="text"/>	
Final Approver	Credit Card	
Copy	Narayan,Abirami Meyyappan	
Copy	Roeder,Kathy L	

◀ Previous step Save & exit Exit without saving **✔ 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.