



UD Credit Card Services – Replenish Declining Balance 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 ▼

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 Replenish a Declining Balance 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.

Request type

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

Type of request: *

- Kuhn II, Jerry Stafford (700169672), Dining Services
- Kuhn, Mary E. (700506967), Procurement Services
- Kuhne, Phillip James (700111141), Univ Development

Step 4: For Type of request select – Replenish declining balance card.

Request type

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

Type of request: *

Available cards: *

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



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Step 5: Choose the credit card to be replenished from the drop down. Then click Next Step.

Request type

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

Type of request:

Available cards: *
Choose one
*****1099
*****6868
*****3535
*****5454



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Step 6: Fill in the Declining balance card information

1. Choose an answer from the drop down for “Have you requested a declining balance card in the past?”
2. The Date funds are required
3. The Fund expiration date
4. The Total dollar amount needed should be the total amount of funds needed on the card.
5. The Percentage of total amount to be withdrawn as cash

Declining balance card information

Have you requested a declining balance card in the past?:

Date funds are required: * Allow at least 4 working days for delivery.
 (use format mm/dd/yyyy)

Fund expiration date: * I.e., the date beyond which the card will no longer be valid.
 (use format mm/dd/yyyy)

Total dollar amount needed, including any remaining balance on the card: * (use format nn.nn)

Percentage of total amount to be withdrawn as cash: * Note: Cash withdrawals require a PIN that will be provided to you and will incur a 2% fee that will be automatically deducted from the total amount of the withdrawal. International charges incur an additional 1% fee.
 %



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Step 7: Funding

If you are going to provide the funding information

1. Select the choice that says “I will provide a SpeedType”
2. Then provide the SpeedType and Account. Click on Next Step

Funding

Account information: * I will provide a SpeedType.
 I will designate a funding originator.

SpeedType:

Account:

[Previous step](#) [Save & exit](#) [Exit without saving](#) [Next step](#)

If you are NOT providing the funding information

1. Select the choice that says “I will designate a funding originator”
2. Start typing in the Last name of the employee or use the magnifying glass to make the selection.
3. Click Next Step

Funding

Account information: I will provide a SpeedType.
 I will designate a funding originator.

[Previous step](#) [Save & exit](#) [Exit without saving](#) [Next step](#)

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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.

Routing

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

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 form originator and the card holder are automatically copied upon Final Approval of the form.