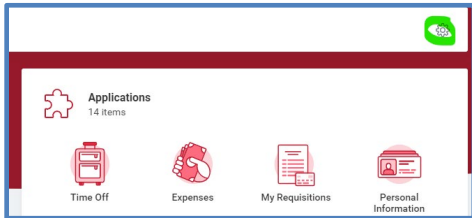
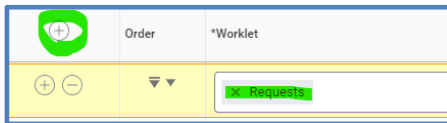


Before you create a request, you should first download the worklet to your home screen.

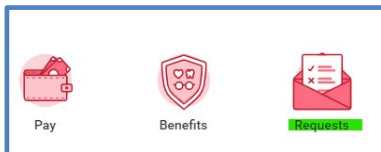
1. From your Home screen click the cog.



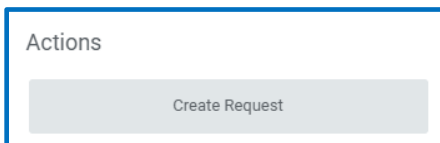
2. Click the "+" to add a new line and type **Requests**.



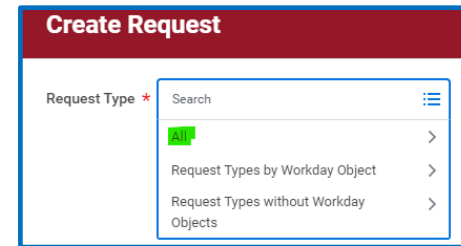
3. You can now click the on the **Requests** worklet to create a Request.



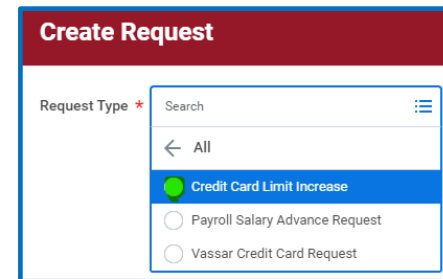
4. Click on **Create Request**.



5. From the drop-down menu, first select **All**.



6. Then select **Credit Card Limit Request**.



7. Fill out all required fields. For P-card you must select if you need your single limit amount raised or your overall monthly limit.

Are you requesting a single transaction limit increase, or a monthly credit limit increase?

Single Transaction Limit Increase

Monthly Credit Limit Increase

8. For Faculty members this request will route to the Associate Dean of the Faculty for approval before going to the Procurement office. For all other employees, the request will route to your Primary Manager first for approval.

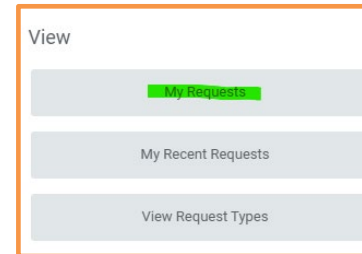
9. Once the request has been approved, you will receive a notification. See below.

Your credit card increase has been approved. Please allow 30 minutes from the time of this notification for the changes to take affect.

10. You will also receive a notification if your request has been denied. See below.

Your credit card limit increase has been denied. Please click the blue link below, then click the Process tab and see comments on bottom right for details why your request was denied.

11. From your home screen, if you click on the **Request** worklet and click **My Requests**, you will be able to see all requests you have submitted and the status of those requests.



12. If you select View Request Types from your worklet, you will see all requests that are available in Workday. This will also give you a description of what each request is for. We will be adding more request types in the future.

