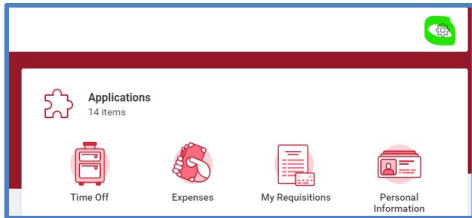
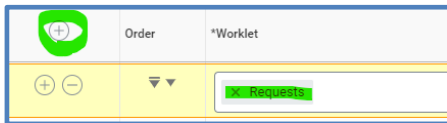


Before you create a request, you should first download the worklet to your home screen.

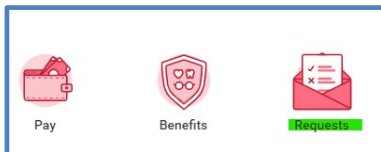
1. From your Home screen click the cog.



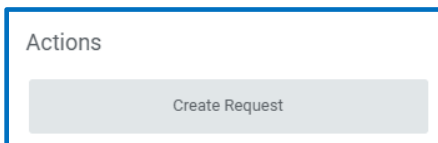
2. Click the "+" to add a new line and type **Requests**.



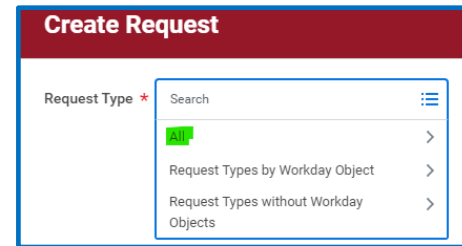
3. You can now click the on the **Requests** worklet to create a Request.



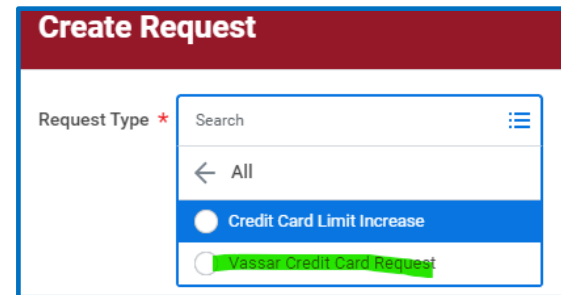
4. Click on **Create Request**.



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



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



7. Fill out all required fields, and make sure you read the **Credit Card Policy and Procedures** and check the box "I understand". If you do not check this box your request will not be processed.

Fraudulent Use of the Credit Card
The term "fraudulent use" refers to the use of the card with a delinquent or unauthorized use of the card.

- Immediate suspension of card privileges.
- Removal of cardholder's purchasing authority.
- Formal disciplinary action, which may result in the termination of employment.
- Any actions deemed appropriate by the College, including criminal prosecution.

I understand and agree to the policy above

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 Vassar Credit Card Request Has Been Received. Your request will be processed within 48 hours of being received. In 10-14 days you will receive an email from the Purchasing department notifying you that your card has arrived and details on how the card can be picked up.

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

Your Vassar Credit Card Request Has Been Denied. Please click the blue link below, the click the Process tab and scroll down to view comments.

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.

View

- My Requests
- My Recent Requests
- View Request Types

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.

View

- My Requests
- My Recent Requests
- View Request Types