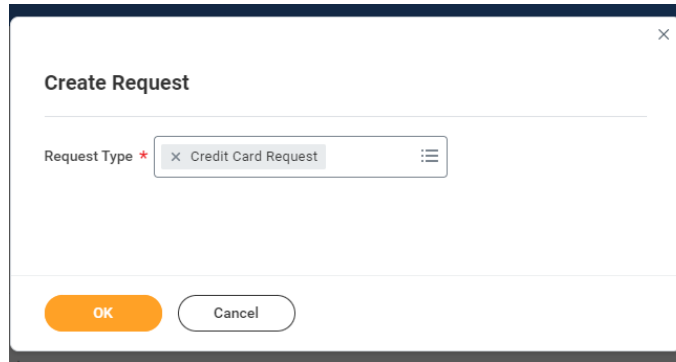


All new T-Card requests are to be submitted in Workday.

1. Type **Create Request** into the search bar.
2. Select the Create Request Task.
3. Request Type- Credit Card Request.



4. Click **OK**.
5. Complete the following:
 - Describe Request – (Example: New T-Card request).
 - Enter First and Last name.
 - Enter Department.
 - Enter Job Title.
 - Select whether full time or part time employee.
 - Enter Collin College email address.
 - Enter Country of Citizenship.
 - Enter work number.
 - Enter full work address.
 - Enter full home address.
 - Enter CWID.
 - Enter Date of Birth.
 - Enter Supervisor's First and Last name.
 - Enter Supervisor's work phone number.
 - Enter Supervisor's work email address.
 - Enter total monthly transaction limit – Please refer to the T-Card Procedures Manual.
6. Click **Submit**.
7. The request will then be routed to your Manager for approval.