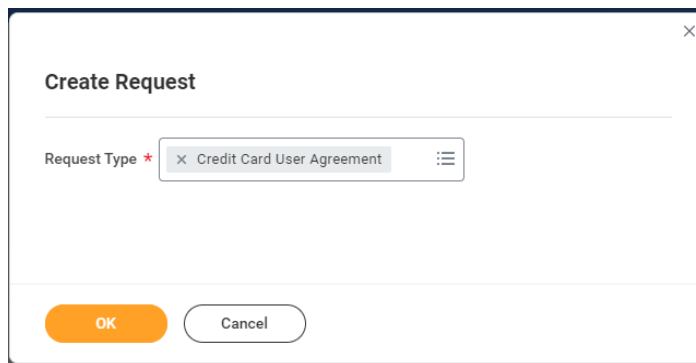


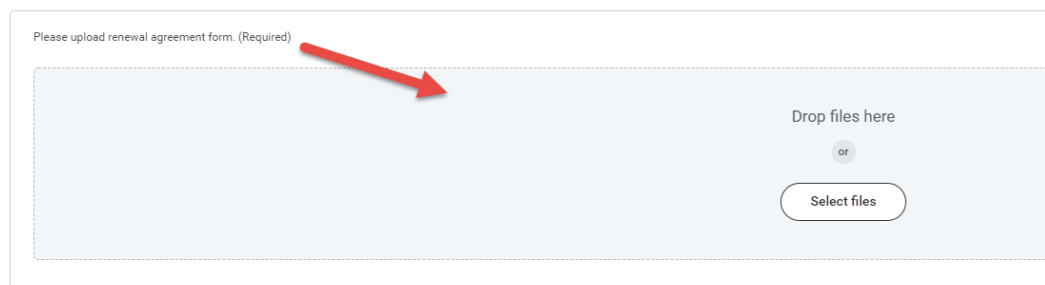
All User Agreements for new and renewal cards are to be submitted in Workday. For new T-Cards, this form is to be completed AFTER New User training and PRIOR to picking up your T-Card.

1. Type **Create Request** into the search bar.
2. Click on the Create Request Task.
3. Request Type- Credit Card User Agreement



4. Click **OK**.
5. Describe Request - Indicate if request is for a new T-Card or a renewal T-Card.
6. Download link to the User Agreement form. The form needs to be signed, dated, and uploaded into Workday.

Questionnaire Instructions
Please download the credit card renewal form from this site and fill it out. Then submit the form via this questionnaire. You will be notified once this form has been approved.
<http://inside.collin.edu/businessoffice/Collin%20College%20T-Card%20User-Renewal%20Agreement.pdf>



7. Click **Submit**.