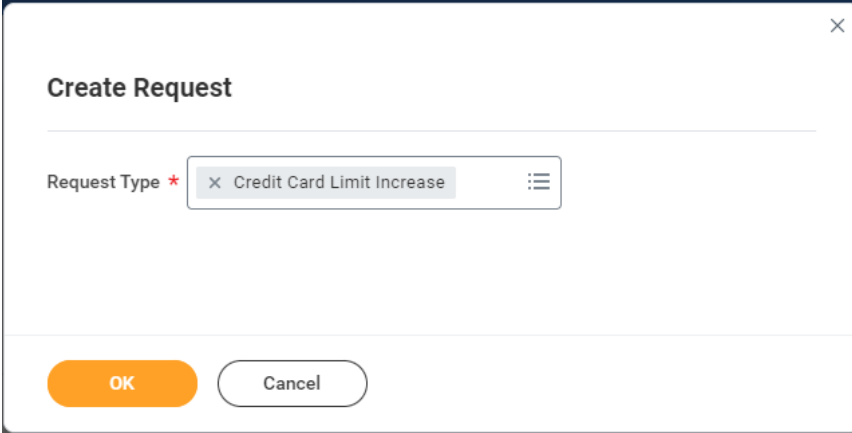


All new T-Card limit increase requests are to be submitted in Workday.

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



4. Click **OK**.
5. Complete the following:
 - Describe Request – (Example: Limit increase for Professional Development course).
 - Enter First and Last name.
 - Enter Collin College email address.
 - Enter last 4 digits of T-Card.
 - Enter current T-Card limit.
 - Enter new requested T-Card limit.
 - Select if increase requested should be permanent or temporary.
 - Enter detailed reason for increase.
 - Attach any supporting documentation.
6. Click **Submit**.
7. The request will be routed to Manager for approval.
8. After Manager approves, employee will receive an email from the T-Card Coordinator indicating when adjustment has been made.