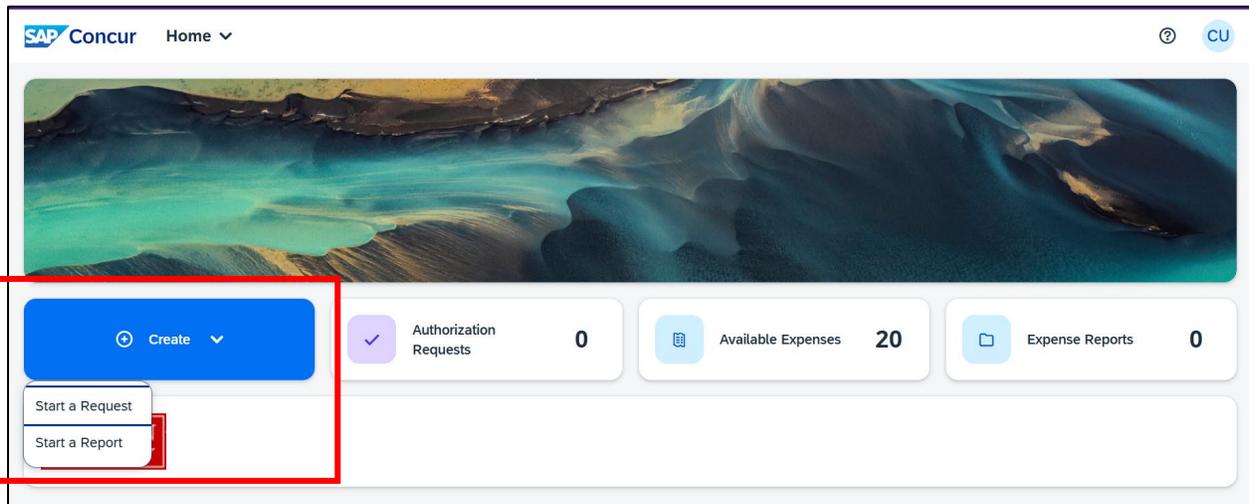


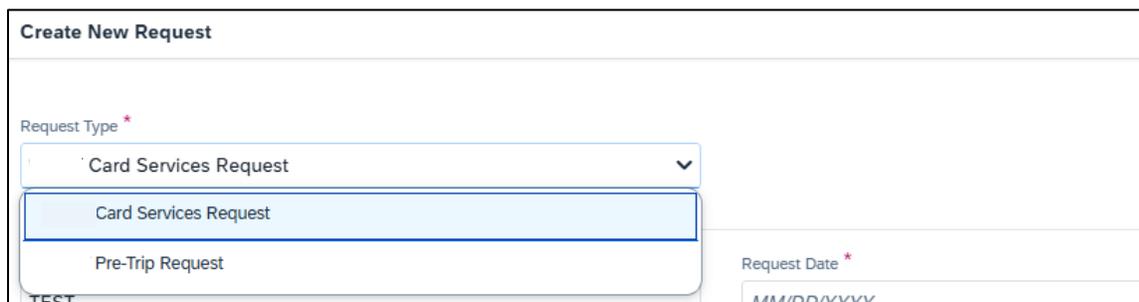
CREATE A CARD SERVICE REQUEST IN CONCUR

All card requests must be submitted and managed in the Concur Request module. Card Service Request Types include New Card Request, Update Existing Card, Cancel/Close Replace Existing Card, Cash Advance Request.

1. To create a Card Request, click on (+) **Create** on the Concur home page and select **“Start a Request.”**



2. In the Request Type dropdown, select **“Card Services Request.”**





3. Header: Enter **Request Name**, **Request Date**, and **Card Service Request Type**.* Note: The Card Service Request Type you select in the Header must align with the University Card Request you select at step 5. See details below.

*Card Service Request Types include:

01. New Card Request – select to apply for a new card if you don't currently have one
02. Update Existing Card – select to request permanent change limits, temporary change limits, override, name change, campus location update, business unit/department update
03. Cancel/Close/Replace Existing Card – select to suspend/reinstate, close/cancel, replacement/worn card
04. Cash Advance Request

4. Select **Create Request**. Then, you will be brought to the Card Request screen to add request details.



5. Within Card Request, click **+Add** and select desired University Card Request from options listed below.



- 01. New University Card Request [See [How to Request a New Card in Concur](#)]
- 02. Permanent Change Limits
- 03. Temporary Change Limits
- 04. Override Request
- 05. Suspend/Reinstate
- 06. Name Changes
- 07. Campus Location Address Update
- 08. Close/Cancel
- 09. Replacement/Worn Card (retain same card #)
- 10. Business Unit/Department Update
- 11. Cash Advance Request

6. Once you've selected the desired University Card Request option, the screen will display the appropriate fields. Complete all required fields and click **Save**. Click **Submit Request** to send your request for approval. Approval workflow remains the same as for Expense Reports (supervisor & cost object approver)

New Expense: 02. Permanent Change Limits **Save** Cancel

BU User ID *
cu11

Card Service Request *
02. Update Existing Card

Last 4 digits of card number *
[Empty field]

Card Purpose/Usage *
[Dropdown menu]

Type of Change
[Dropdown menu]

Effective Date *
05/27/2025

Single Transaction/Cycle Limit *
[Dropdown menu]

Business Justification/Comment *
[Text area]

* Required field

Submit Request Delete Request