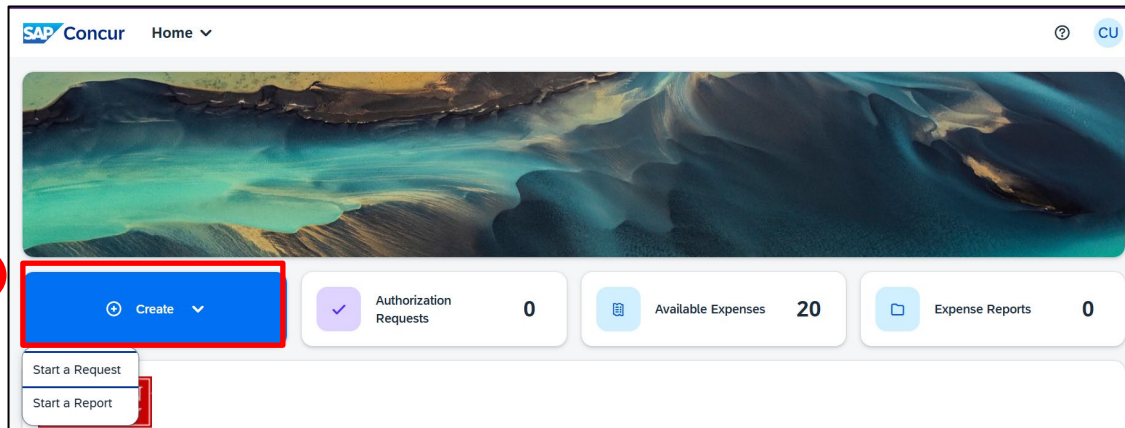


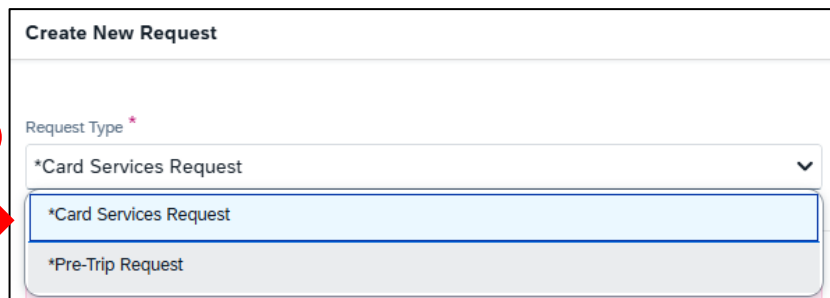
HOW TO REQUEST A NEW CARD

1. Log in to Concur. Click on **(+) Create** and select **Start a Request**.



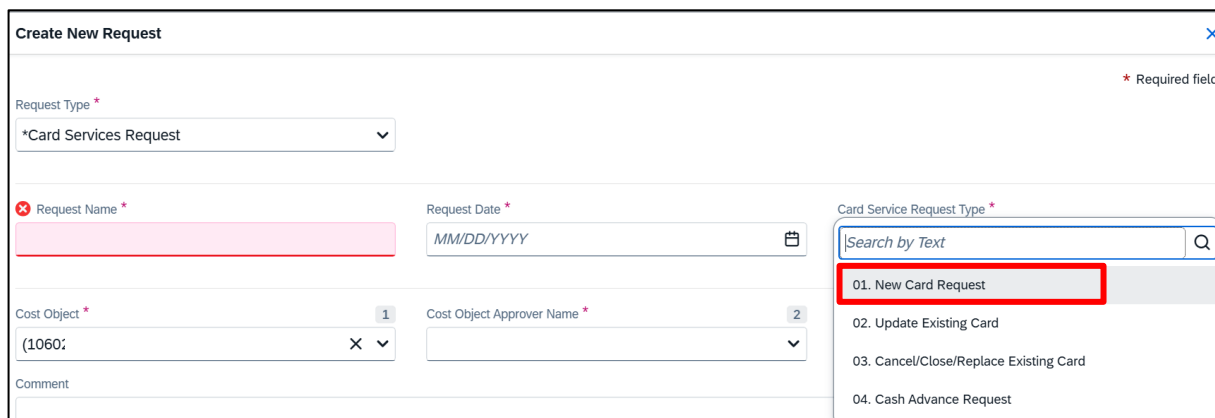
The screenshot shows the SAP Concur Home page. At the top, there's a navigation bar with 'SAP Concur' and a 'Home' dropdown. Below this is a large banner image. On the left, a red box highlights the 'Create' button, which has a dropdown arrow. A red arrow points to the 'Start a Request' option in the dropdown menu. To the right of the 'Create' button are three summary cards: 'Authorization Requests' with a count of 0, 'Available Expenses' with a count of 20, and 'Expense Reports' with a count of 0.

2. Select **Card Services Request** from the Request Type drop-down menu.



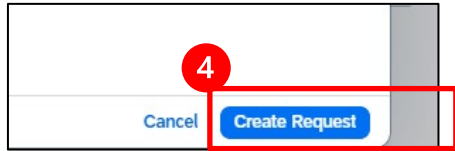
The screenshot shows the 'Create New Request' form. The 'Request Type' dropdown menu is open, showing three options: '*Card Services Request', '*Card Services Request', and '*Pre-Trip Request'. A red box highlights the first '*Card Services Request' option, and a red arrow points to it.

3. In the request header, enter the **Request Name**, **Request Date**, and select **01. New Card Request** from the Card Service Request Type drop-down. Select the appropriate Cost Object and Cost Object Approver. Use your home, unrestricted cost center; do not enter a restricted account such as a grant or sponsored program.

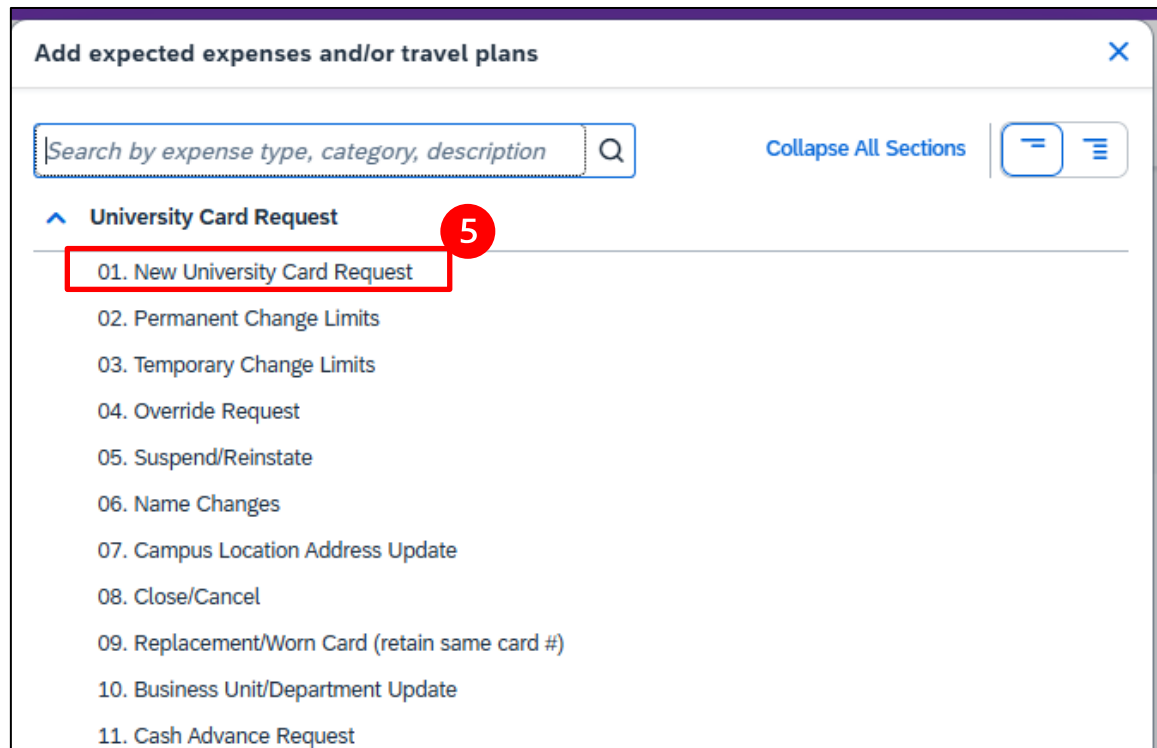


The screenshot shows the 'Create New Request' form with several fields filled out. The 'Request Type' is set to '*Card Services Request'. The 'Request Name' field is empty. The 'Request Date' field is set to 'MM/DD/YYYY'. The 'Card Service Request Type' dropdown menu is open, showing four options: '01. New Card Request', '02. Update Existing Card', '03. Cancel/Close/Replace Existing Card', and '04. Cash Advance Request'. A red box highlights the '01. New Card Request' option, and a red arrow points to it. The 'Cost Object' field is set to '(1060;'. The 'Cost Object Approver Name' field is empty. The 'Comment' field is empty.

4. Select **Create Request** in the bottom right corner.



5. Click **+ Add** and select **01. New University Card** from the list of University Card Request options.



6. Complete all required fields for the request and click **Save**. Please note the following:
 - Card Purpose/Usage is determined by your department's business needs.
 - Card Purpose/Usage and card type selected in Single Transaction/Cycle Limit must match.
 - You must select the box stating, "I will complete training emailed to me after request approval." See step 9 for more information about training.

New Expense: 01. New University Card Request

BU User ID *
cu11

Card Service Request *
01. New Card Request

Effective Date *
06/06/2025

User Legal First Name *
Clone

User Legal Middle Name/Initial

User Legal Last Name *
User11

Campus Address 1 *

Campus Address 2

Campus City *

Campus State *

Campus Zip Code *

Campus Phone *

Card Purpose/Usage *

Single Transaction/Cycle Limit *

☐ I will complete training emailed to me after request approval. *

Business Justification/Comment

0/2000

7. Click **Submit Request** when all request details are entered.

TEST

Not Submitted | Request ID: 3DHJ

[Request Details](#) [Print/Share](#) [Attachments](#)

EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#)

8. Review and agree to the U.S. Bank **BU OneCard** cardholder agreement.

BOSTON UNIVERSITY "U.S. Bank BU OneCard" Cardholder Agreement

5. I must promptly submit receipts and expense reports. All card-related records are BU property and subject to audit.

6. If I misuse the card, I authorize BU to deduct from my salary or any other amounts payable to me an amount equal to the improper purchases or unused cash advances, even if I am no longer employed by BU. Cash advances are only allowable for the purposes of travel.

7. I understand misuse may result in card revocation and disciplinary action, up to and including TERMINATION OF EMPLOYMENT. BU may pursue all applicable legal remedies. If BU initiates legal proceedings to recover funds, I agree to pay legal fees and costs, including appeals.

8. BU may revoke card privileges at any time without notice. I agree to return the card upon request, resignation, or department transfer.

I agree to accept responsibility for the protection and proper use of the card, as noted above.

[Cancel](#) [Accept & Continue](#)

9. Once the request is sent and your application is approved by the financial approver, you will receive an automated email that includes the **BU OneCard** policy, mandatory training questionnaire, and instructions to activate your card. Training must be completed before your card can be issued.