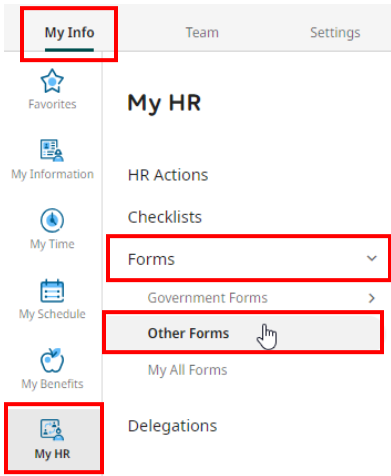


CREDIT CARD REQUEST: HR ACTION

Manager's Guide

Managers make the initial request through the My Info tab. This informs HR that the manager (not the employee) is making the request for a credit card.

>My Info > My HR > Other Forms



Under the Available tab, select “+add.”

My HR > Forms > Other Forms

← Other Forms

Available	Open	Submitted	Search Forms
Credit Card Policy	View Open	+ add	
Credit Card Request Manager opens under themselves & puts employee name in form.	View Open	+ add	

A Credit Card Request form will open. Complete the top section. Remember to save and submit.

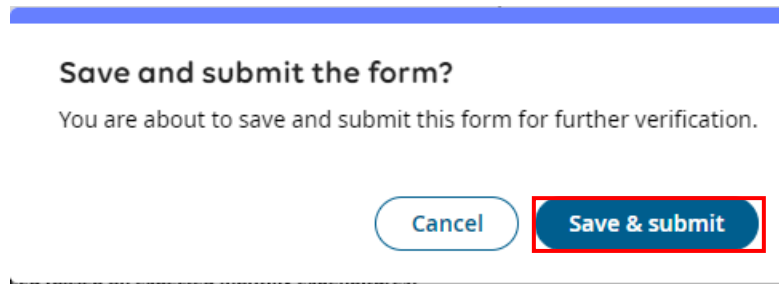
Credit Card Request

Please fill out the information below in regards to the employee in which you are making the request for.

Name of Employee

Purchase information (what kind of items will this employee be purchasing?)

Suggested limit need (based on expected monthly expenditures)



Save and submit the form?

You are about to save and submit this form for further verification.

[Cancel](#) [Save & submit](#)

The Executive HR team is then notified of the request. Limit recommendations are input and approval is received.

The HR Team and the Manager will receive notification of approval.

The HR Team will then contact the receiving employee with a request to sign the Credit Card Policy in UKG.

HR will automatically be notified once the employee has signed the policy. HR will communicate to the Executive Pastor's approval and limit threshold to the Accounting Department.

Accounting will communicate with the employee about supplying the virtual or physical card.