



CSUSB CORPORATE CARD APPLICATION TUTORIAL

How to apply for a new card, update an existing card

Concur Corporate Card

New Application, Update Existing Card Process

The CSUSB Corporate Card application process allows you to apply for a new card or update an existing card. In Concur, you may complete the following tasks:

- ✓ Apply for new CSUSB Corporate Card
- ✓ Request a change to your credit card limit
- ✓ Suspend/Reinstate/Cancel your card
- ✓ Change/update the name on your card/account
- ✓ Add/Change Business Units and Travel Options

Sign into Concur

Sign on to Concur through MyCoyote

Navigation: Go to **CSUSB.edu** > Click on **“My Coyote”** in the upper right-hand corner of the main CSUSB website. Sign in using your Single Sign On > Click on the **“My Employment”** tile. Click on the **“Travel/Corporate Card”** tile. You will be signed into the Concur application.

Proceed to the proper sections below:

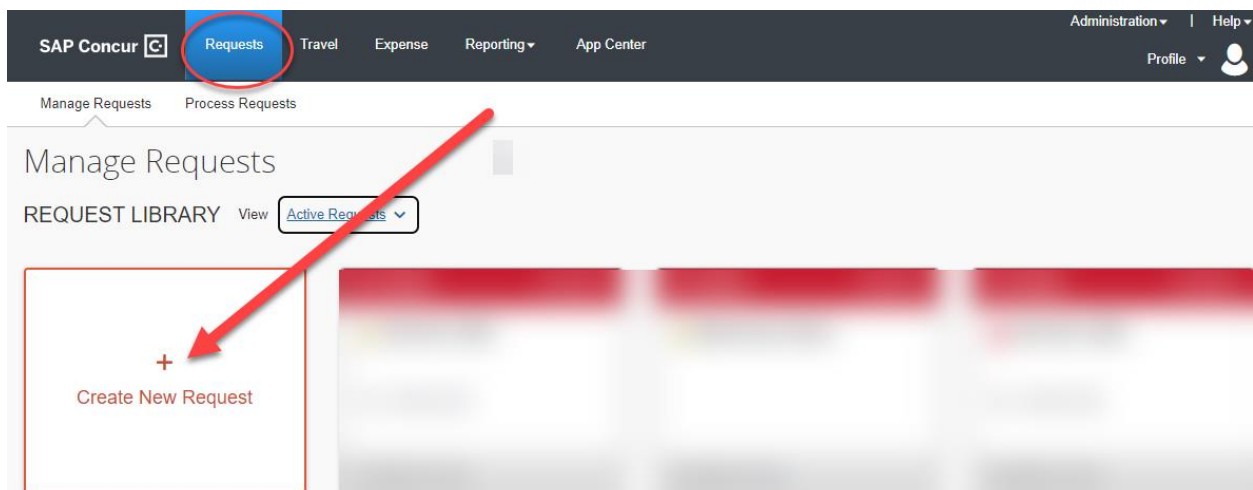
Section 1 - File a New Card Application

Section 2 - Update an Existing Card

- Change credit card limit
- Suspend/Reinstate your Card
- Update your name on your physical card
- Update Business Units

Section 1 - File a New Card Application

Once you have logged into Concur, you will be on the main landing page. Click on the **“Requests”** tab located at the upper left side, and click on **Create New Request**



The following screen will appear. In the “**Type of Request**” field, use the drop down and select the “**CSUSB Corporate Card Services**” option. Complete the fields as indicated:

Create New Request

Type of Request *
CSUSB Corporate Card Services

Cardholder Name *
Request Date *
MM/DD/YYYY

Card Request Type *
01 New Corporate Card Request

Default Business Unit *
SBCMP

Fund *
Search by Code

Department *
Program *
Project *

Comment

Cancel Create Request

Cardholder Name: Enter the cardholder’s name. NOTE: If you are attempting to complete a Corporate Card request for someone other than yourself, you must complete it under their profile as a delegate.

[See Procurement for assistance.](#)

Request Date: Enter the current date

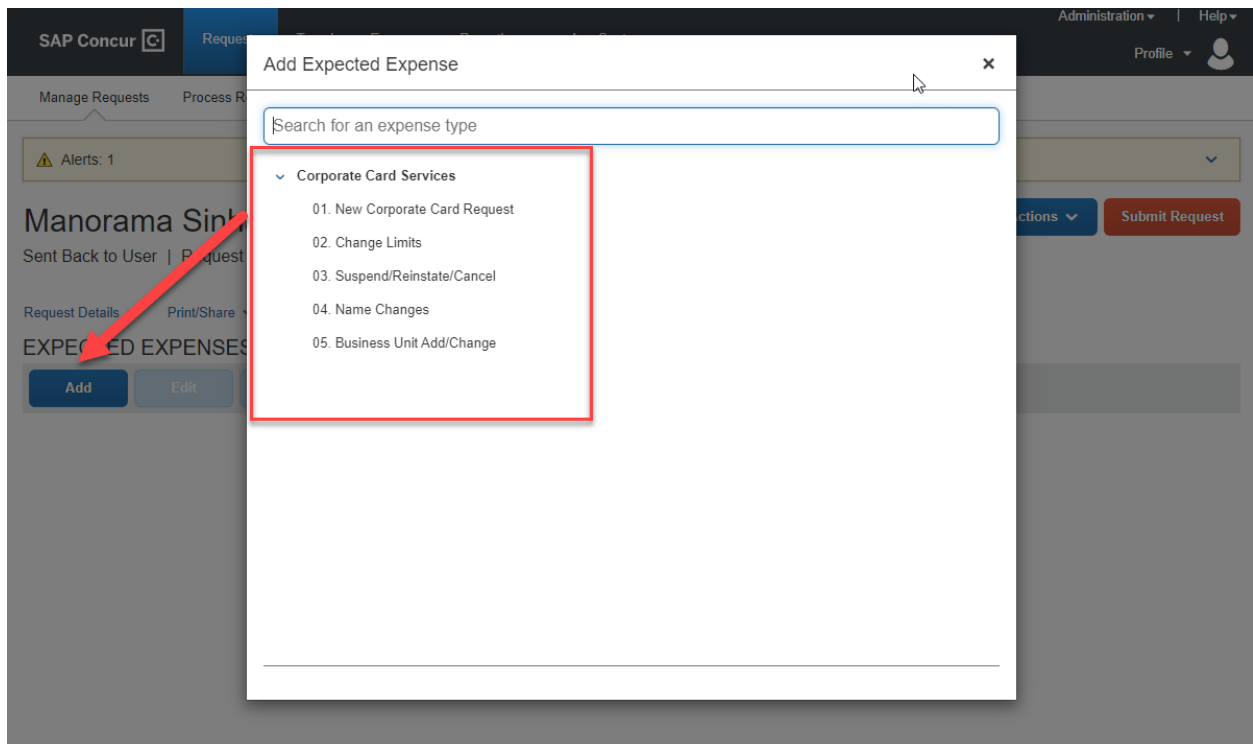
Card Request Type: Use the dropdown to select the type of request. Choose the following:

1. **New Corporate Card Request** – Select this in order to begin a new application

Default Business Unit: Enter your home or default business unit. This is generally your home department chart field string.

Once you have completed the fields, click on “Create Request” and continue the application phase.

A pop up will appear. To continue your new application, click on “Add” and choose “**New Corporate Card Request**”



The screen below will appear. Note that your first and last name will default from the feed coming into Concur from the Human Resources file. You will not be able to alter your first or last name in Concur. If your name appears incorrectly, please contact Human Resources to update your information. You may enter your middle name if you like.

Choose how you will use the card on campus. This ProCard is designed to be a single card that can be used for all campus business units for both travel and purchases. Due to the various purchase restrictions between business units, Merchant Category Codes (MCC Codes) will be activated based on how you have indicated that you will use the card. Note that the “Fuel” selection is specific to UPD/Facilities fleet vehicles only. Fuel used during travel will be included in the travel option. Select all the options that apply by clicking the appropriate check boxes.

Enter the justification for the new card request. Click “**Save**” and hit Submit Request.

SAP Concur | Requests | Travel | Expense | Reporting | App Center | Administration | Help

Manage Requests | Process Requests

New Expense: 01. New Corporate Card Request

11/30/2022

Cancel **Save**

Employee Legal First Name [?]
Manorama

Employee Legal Middle Name/Initial [?]

Employee Legal Last Name [?]
Sinha

How will you use this card? [?]
Please select all options that apply.

☐ Stateside Funds ☐ UEC/Philanthropic

☐ Travel ☐ Fuel (Fleet Vehicles Only) [?]

Justification for Corporate Card Request

Enter the justification for the card request, why it is needed, how it will be used.

Save Cancel

SAP Concur | Requests | Travel | Expense | Reporting | App Center | Administration | Help

Manage Requests | Process Requests

Alerts: 1

Manorama Sinha

Sent Back to User | Request ID: 6YVU | View Timeline

More Actions **Submit Request**

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add **Edit** **Delete** **Allocate**

Expense type ↑↓	Details ↑↓	Date
<input type="checkbox"/> 01. New Corporate Card Request		11/30/2022

The screen below will appear. Please delete the Dean or Chair Approval box, and then hit submit below. Validate that your manager's name is populated in the "Supervisor/Manager Approval" field. Your default manager will be set as the approver of your card application and any changes you request to your card. If your managers name is incorrect or missing, please notify the Procurement Card Administrator. The Budget Approval box will remain blank, if you need to add any approvers, please use +Add Step, and add a user added approver. **DO NOT ADD any approver below the Request Administrator Approval box.**

If everything is correct, click on "**Submit**" to send your request through the approval workflow in Concur.

The screenshot shows the 'Edit Approval Flow' form with the following sections and annotations:

- Supervisor/Manager Approval:** A text box containing 'Wood, Jay'. Below it, the '+ Add Step' link is circled in red.
- Budget Approval:** A blank text box. Below it, the '+ Add Step' link is circled in red.
- Dean or Chair Approval:** A section with a dropdown menu (showing a triangle icon), a search box with 'Search by Last Name', and a 'Delete' link. A red box with the text 'Please delete the Dean or Chair Approval box, and then hit Submit below' has two red arrows pointing to the 'Delete' link and the 'Submit' button at the bottom right.
- Request Administrator Approval (Accounts Payable Only):** A blank text box. Below it, the '+ Add Step' link is circled in red. A large red 'X' is placed over this section, and a red box with the text 'Do not add any approver here' has a red arrow pointing to the 'X'.
- Buttons:** 'Cancel' and 'Submit' buttons are at the bottom right.

This completes the application process. Once approved, your card application will be routed to the ProCard Administrator in the Procurement Department for review. You will be notified when your card has been ordered and has arrived.

Section 2—Update Corporate Card

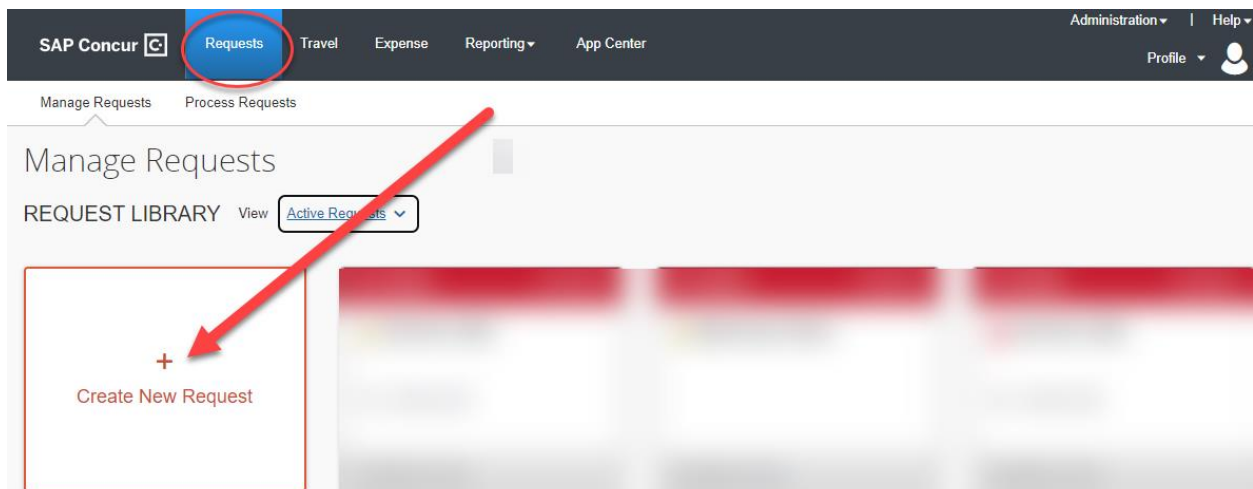
In this section, you will learn how to update an existing card account:

- ✓ Request a change to your credit card limit
- ✓ Suspend/Reinstate/Cancel your card
- ✓ Change/update the name on your card/account
- ✓ Add/Change Business Units and Travel options

To get to the card application/update form, sign on to Concur through MyCoyote. Follow the instructions on page 1.

Update an Existing Card - Change Limits

This allows you to request a permanent or temporary increase or decrease to your credit limit. Click on the “**Requests**” tab located at the upper left side, and click on **Create New Request**



The following screen will appear. In the “**Type of Request**” field, use the drop down and select the “**CSUSB Corporate Card Services**” option. Complete the fields below highlighted in yellow. Select 02. Update Corporate Card and Create Request.

- Enter the **Cardholder Name**
- Enter the **Request Date**
- Select from the Dropdown Menu under Card Request Type:
 - **02. Update Corporate Card**
- Enter your default **Business Unit, Fund, Department, Program and Project**
- Enter any **Comments** necessary
- Click “**Create Request**” in the right-hand corner

Create New Request ✕

Type of Request * * Required field

*CSUSB Corporate Card Services

Cardholder Name * Request Date * MM/DD/YYYY

Default Business Unit * Fund * Search by Code

SBCMP

Program * Project *

Card Request Type *

01. New Corporate Card Request

None Selected

02. Update Corporate Card

03. Suspend/Reinstate/Cancel

Comment

Cancel Create Request

Click on the **“Add”** tab. The screen below will appear: Click on option number 2, **“Change Limits”**.

SAP Concur Administration | Help

Manage Requests Process Requests

Alerts: 1

Manorama Singh

Sent Back to User Request

Request Details Print/Share

EXPENSES

Add Edit

Add Expected Expense ✕

Search for an expense type

Corporate Card Services

01. New Corporate Card Request

02. Change Limits

03. Suspend/Reinstate/Cancel

04. Name Changes

05. Business Unit Add/Change

Submit Request

The screen below will appear. Complete the fields as required.

SAP Concur

Requests | Travel | Expense | Reporting | App Center

Administration | Help

Profile

Manage Requests | Process Requests

New Expense: 02. Change Limits

11/30/2022

Cancel Save

Last 4 Digits of Card Number * 1234

Purpose * Increase Limit

Limit Increase/Decrease Type * Temporary

Effective Date * 11/30/2022

End Date ? 01/31/2023

New Monthly Credit Limit * ? \$ 1,500.00

New Single Transaction Limit * ? \$ 200.00

Justification for Limit Change

Please enter the justification of this request here.

Save Cancel

- Enter the last **four digits** of your card number
- Indicate if the request is **“temporary”** or **“permanent”**
- Select the option to either **“increase”** or **“decrease”** your limit.
- Choose the **effective date**. If the increase is temporary, indicate an **end date**.
- Indicate the **monthly credit limit and/or single transaction limit** requested.
- Enter the **justification** for this request.

Click **“Save”**

After clicking **“Save”**, click on Submit Request.

SAP Concur

Requests | Travel | Expense | Reporting | App Center

Administration | Help

Profile

Manage Requests | Process Requests

Alerts: 1

More Actions | Submit Request

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add | Edit | Delete | Allocate

Expense type	Details	Date
		11/30/2022

The screen below will appear. Please delete the Dean or Chair Approval box, and then hit submit below. Validate that your manager's name is populated in the "Supervisor/Manager Approval" field. Your default manager will be set as the approver of your card application and any changes you request to your card. If your managers name is incorrect or missing, please notify the Procurement Card Administrator. The Budget Approval box will remain blank, if you need to add any approvers, please use +Add Step, and add a user added approver. **DO NOT ADD any approver below the Request Administrator Approval box.**

If everything is correct, click on "**Submit**" to send your request through the approval workflow in Concur. Once approved, it will be routed to the ProCard Administrator to fulfill.

Edit Approval Flow

×

+ Add Step

Supervisor/Manager Approval

Wood, Jay

+ Add Step

Budget Approval

+ Add Step

Dean or Chair Approval

▼

Search by Last Name

Delete

+ Add Step

Request Administrator Approval (Accounts Payable Only)

+ Add Step

Please delete the Dean or Chair Approval box, and then hit Submit below

Do not add any approver here

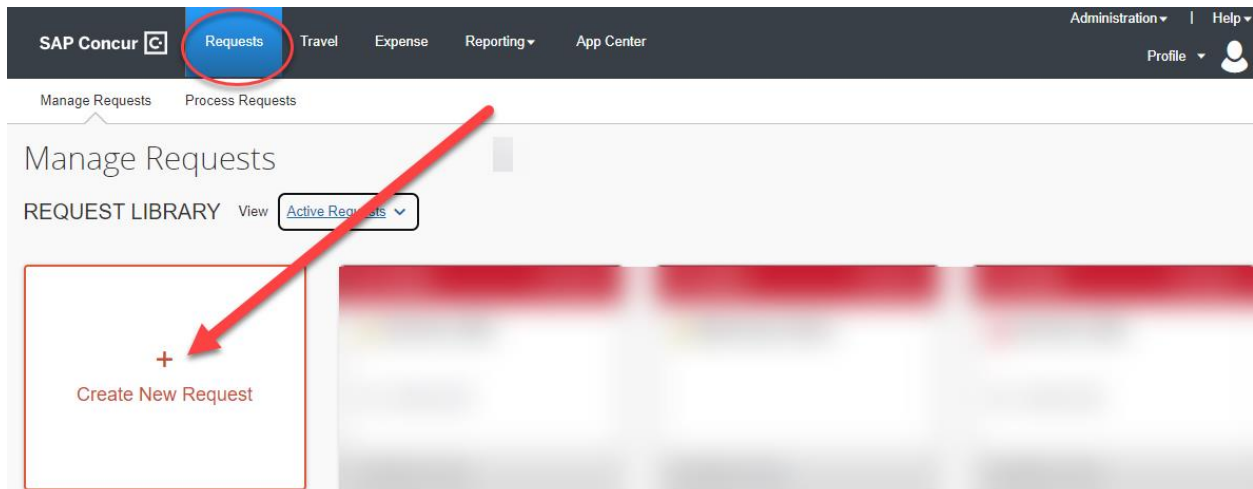
Cancel

Submit

Update an Existing Card - Suspend/Reinstate/Cancel

The following will instruct you on how to request a suspension of your card, to reinstate your card after a suspension or to cancel your card account entirely.

Click on the “**Requests**” tab located at the upper left side, and click on “**Create New request**”.

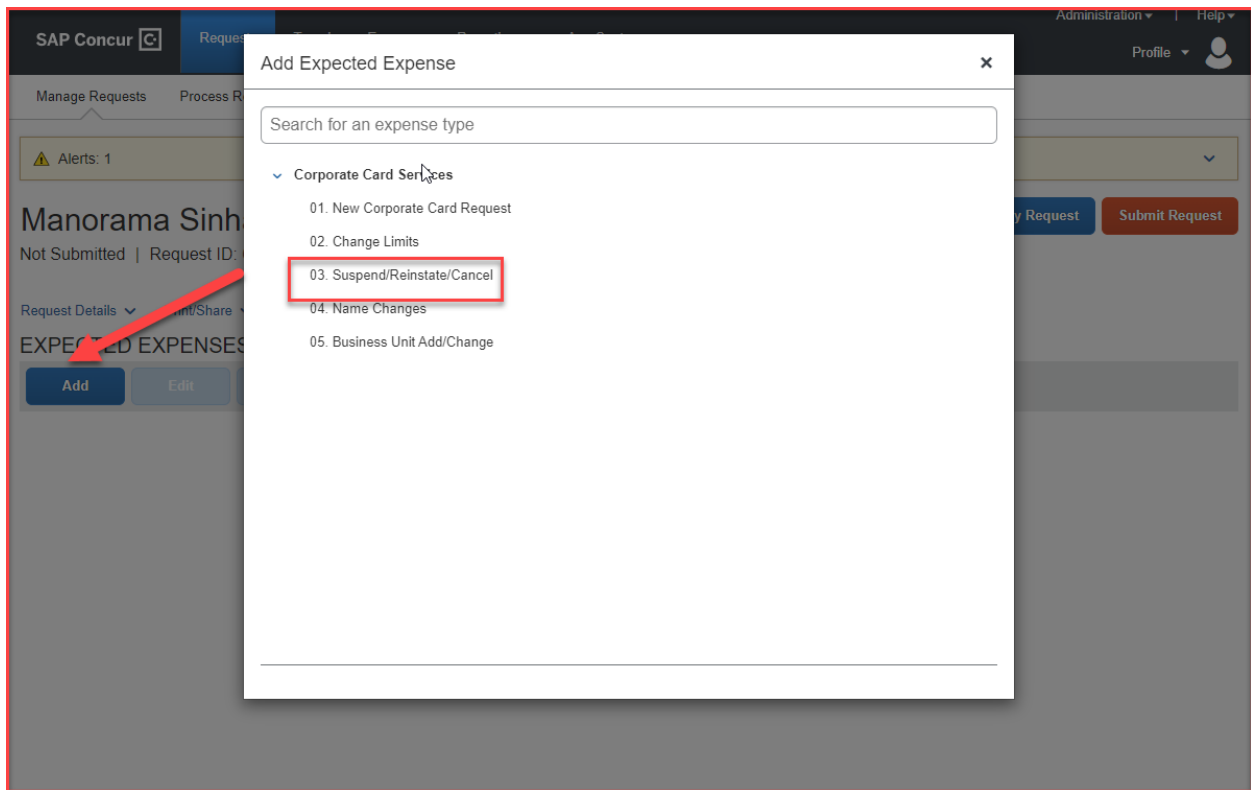


The following screen will appear. In the “**Type of Request**” field, use the drop down and select the “**CSUSB Corporate Card Services**” option. Complete the fields below.

A screenshot of the 'Create New Request' form in SAP Concur. The form is titled 'Create New Request' and has a close button (X) in the top right corner. It contains several required fields marked with an asterisk (*). The 'Type of Request' dropdown is set to 'CSUSB Corporate Card Services'. The 'Cardholder Name' field contains 'Manorama Sinha'. The 'Request Date' field contains '12/02/2022'. The 'Card Request Type' dropdown is set to '03 Suspend/Reinstate/Cancel'. The 'Default Business Unit' dropdown is set to 'SBCMP'. The 'Fund' dropdown is set to '(SB001) TF485-CAMPUS OPERATING FUND'. The 'Department' dropdown is set to '(D0210) ADF - Accounts Payable Office'. The 'Program' dropdown is set to 'None'. The 'Project' dropdown is set to 'None'. There is a 'Comment' text area at the bottom. At the bottom right, there are 'Cancel' and 'Create Request' buttons, with a red arrow pointing to the 'Create Request' button.

- Enter the **Cardholder Name**
- Enter the **Request Date**
- Select from the Dropdown Menu under Card Request Type:
 - **03. Suspend/Reinstate/Cancel**
- Enter your default **Business Unit, Fund, Department, Program and Project**
- Enter any **Comments** necessary
- Click **"Create Request"** in the right-hand corner

Click on the **"Add"** tab. Choose **"03. Suspend/Reinstate/Cancel"** from the Corporate Card Services menu.



The screen below will appear. Complete the fields as required.

The screenshot shows the SAP Concur interface for creating a new expense request. The header includes the SAP Concur logo and navigation tabs: Requests, Travel, Expense, Reporting, and App Center. The top right has links for Administration, Help, Profile, and a user icon. The main heading is 'New Expense: 03. Suspend/Reinstate/Cancel' with a date of 12/02/2022. Below this are two buttons: 'Cancel' and 'Save' (the 'Save' button is circled in red). The form fields include: 'Last 4 Digits of Card Number' with the value '1234'; 'Effective Date' with the value '12/02/2022'; 'Purpose' with a dropdown menu showing 'Suspend'; and 'Reason' with a dropdown menu showing 'None Selected'. The 'Reason' dropdown is open, displaying options: 'Lost/Stolen', 'Noncompliance', 'Other (Comment Required)', 'Return to Employment', and 'Temporary Absence'. There is also a 'Comment' field with a question mark icon. At the bottom left, there are 'Save' and 'Cancel' buttons.

Choose from the following purposes:

- **Cancel**—This cancels your card account permanently. **Please return your card to the ProCard Administrator**
- **Reinstate**—This option allows you to reinstate your card after a temporary suspension
- **Suspend**—This option allows you to temporarily suspend your card. Use this option if you will be on an extended leave or vacation.

Choose the appropriate reason:

- **Lost/Stolen**— Use this option to report your lost or stolen Corporate Card to the ProCard Administrator. **IMPORTANT: Please call US Bank immediately to report your lost or stolen credit card at 1-800-344-5696.**
- **Noncompliance**— This option is generally used by management to suspend a card for a cardholder who has violated ProCard policy.
- **Other (Comment Required)** – Please complete the comment section to explain in detail.
- **Return to Employment**— Use this option to return a card to active use.

- **Temporary Absence**— Use this option to temporarily suspend an active card while the cardholder is on extended leave or vacation.

Click **“Save”** and hit **“Submit Request”**.

The screenshot shows the SAP Concur interface for a user named Manorama Sinha. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. The user's profile is visible in the top right corner. Below the navigation bar, there are tabs for 'Manage Requests' and 'Process Requests'. A yellow alert banner at the top indicates 'Alerts: 1'. The user's name 'Manorama Sinha' is displayed, along with the status 'Not Submitted' and 'Request ID: 6YXJ'. There are two buttons: 'Copy Request' and 'Submit Request'. A red arrow points to the 'Submit Request' button. Below this, there are links for 'Request Details', 'Print/Share', and 'Attachments'. The 'EXPECTED EXPENSES' section includes buttons for 'Add', 'Edit', 'Delete', and 'Allocate'. A table below shows a single entry with a checkbox, a message icon, the text '03: Suspend/Reinstate/Cancel', and the date '12/02/2022'.

The screen below will appear. Please delete the Dean or Chair Approval box, and then hit submit below. Validate that your manager’s name is populated in the “Supervisor/Manager Approval” field. Your default manager will be set as the approver of your card application and any changes you request to your card. If your managers name is incorrect or missing, please notify the Procurement Card Administrator. The Budget Approval box will remain blank, if you need to add any approvers, please use +Add Step, and add a user added approver. **DO NOT ADD any approver below the Request Administrator Approval box.**

If everything is correct, click on **“Submit”** to send your request through the approval workflow in Concur. Once approved, it will be routed to the ProCard Administrator to fulfill.

Edit Approval Flow

×

+ Add Step

Supervisor/Manager Approval

Wood, Jay

+ Add Step

Budget Approval

+ Add Step

Dean or Chair Approval

▼

Search by Last Name

Delete

+ Add Step

Request Administrator Approval (Accounts Payable Only)

+ Add Step

Please delete the Dean or Chair Approval box, and then hit Submit below

Do not add any approver here

Cancel

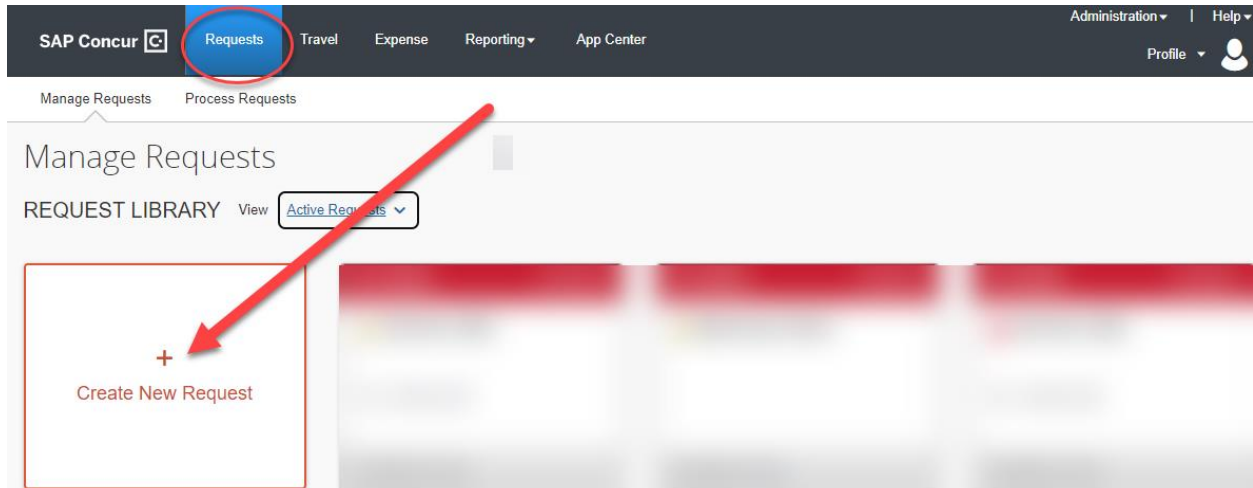
Submit

Update an Existing Card – Name Changes

This section will instruct you on how to update your name and request a replacement card.

Note: Your first and last name is defaulted from data extracted from the Human Resources database. If you have not yet requested HR to update your information in the HR database, you must first do this to ensure that your updated information is flowing into the ProCard system. You cannot make a change to your default name directly in this system.

Click on the “**Requests**” tab located at the upper left side, and click on “**Create New request**”.



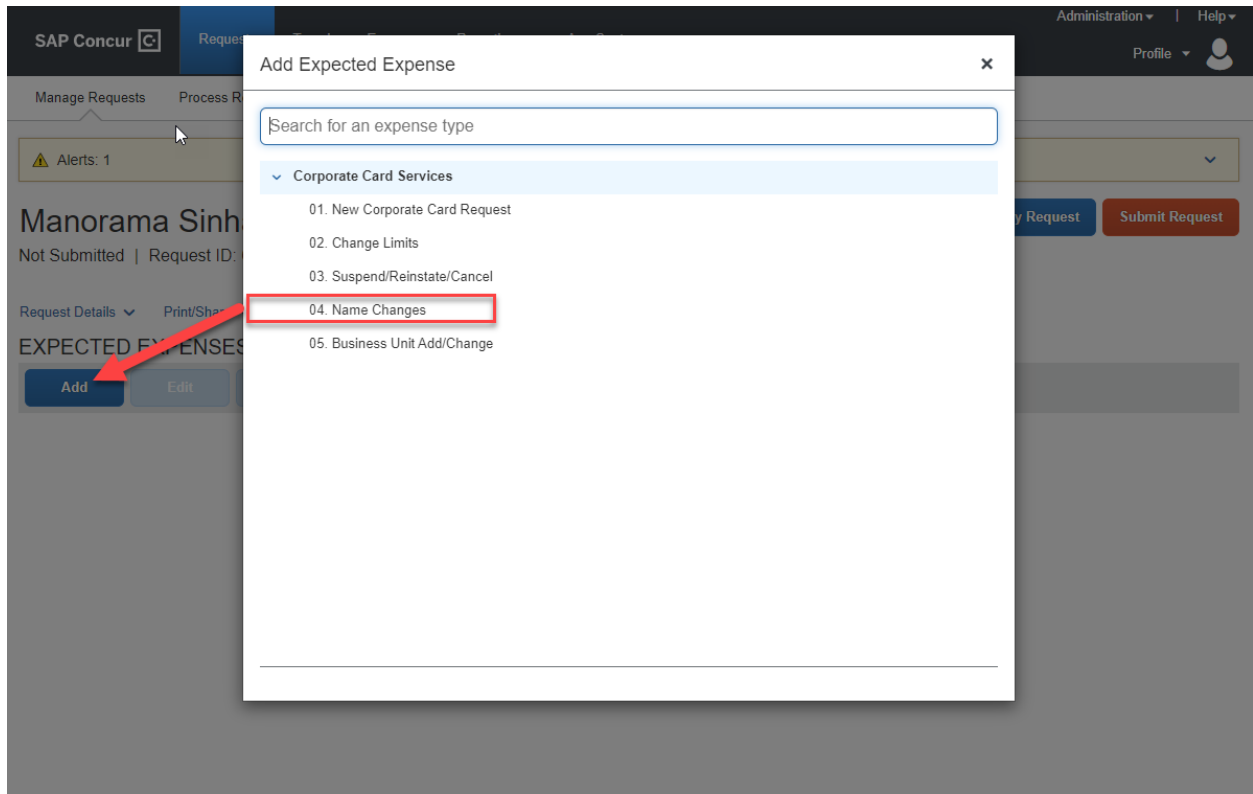
The following screen will appear. In the “**Type of Request**” field, use the drop down and select the “**CSUSB Corporate Card Services**” option. Complete the fields below.

A screenshot of the 'Create New Request' form in SAP Concur. The form has a title bar 'Create New Request' with a close button. The 'Type of Request' dropdown is set to 'CSUSB Corporate Card Services'. The 'Cardholder Name' field contains 'Manorama Sinha'. The 'Request Date' field shows '12/02/2022'. The 'Card Request Type' dropdown is set to '02. Update Corporate Card'. The 'Default Business Unit' dropdown is set to 'SBCMP'. The 'Fund' dropdown is set to '(SB001) TF485-CAMPUS OPERATING FUND'. The 'Department' dropdown is set to '(D0210) ADF - Accounts Payable Office'. The 'Program' and 'Project' dropdowns are both set to 'None'. There is a large text area for 'Comment'. At the bottom right, there are 'Cancel' and 'Create Request' buttons, with a red arrow pointing to the 'Create Request' button.

- Enter the **Cardholder Name**
- Enter the **Request Date**

- Select from the Dropdown Menu under Card Request Type:
 - **02. Update Corporate Card**
- Enter your default **Business Unit, Fund, Department, Program and Project**
- Enter any **Comments** necessary
- Click **“Create Request”** in the right-hand corner

Click on the **“Add”**. Choose **“04. Name Change”** from the Corporate Card Services menu.



The screen below will appear. Complete the fields as required.

SAP Concur

Requests Travel Expense Reporting App Center

Administration Help

Profile

Manage Requests Process Requests

New Expense: 04. Name Changes

12/02/2022

Cancel Save

Last 4 Digits of Card Number *

1234

Current Name on Card *

Manorama Sinha

Employee Legal First Name ?

Manorama

Employee Legal Middle Name/Initial ?

Employee Legal Last Name ?

Sinha

Comment

Please order a replacement card with my new married name

Save Cancel

Enter the following:

- **Last 4 Digits of Card Number** – Enter the last four digits of your existing card number. This number will be used by the ProCard Administrator to validate your information.
- **Current Name on Card** – Please list the name as it appears on your current card.
- **Employee Legal First Name** – This is defaulted from the Human Resources system and cannot be altered in this system. If this name is incorrect, please contact HR to update your employee profile.
- **Employee Legal Middle Name/Initial** – This is an optional field. If you wish for your middle name or middle initial to appear on your card, please enter it here.
- **Employee Legal Last Name** – This is defaulted from the Human Resources system and cannot be altered in this system. If this name is incorrect, please contact HR to update your employee profile.
- **Comments** – Please enter any comments necessary.

Click **“Save”**. After clicking **“Save”**, you will return to the following screen, hit **“Submit Request”**.

SAP Concur

Requests | Travel | Expense | Reporting | App Center

Administration | Help

Profile

Manage Requests | Process Requests

Alerts: 2

Manorama Sinha

Not Submitted | Request ID: 6YXJ

Copy Request | Submit Request

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add | Edit | Delete | Allocate

<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date
<input type="checkbox"/>	⚠	04. Name Changes		12/02/2022

The screen below will appear. Please delete the Dean or Chair Approval box, and then hit submit below. Validate that your manager's name is populated in the "Supervisor/Manager Approval" field. Your default manager will be set as the approver of your card application and any changes you request to your card. If your managers name is incorrect or missing, please notify the Procurement Card Administrator. The Budget Approval box will remain blank, if you need to add any approvers, please use +Add Step, and add a user added approver. **DO NOT ADD any approver below the Request Administrator Approval box.**

If everything is correct, click on "**Submit**" to send your request through the approval workflow in Concur. Once approved, it will be routed to the ProCard Administrator to fulfill.

Edit Approval Flow

+ Add Step

Supervisor/Manager Approval

Wood, Jay

+ Add Step

Budget Approval

+ Add Step

Dean or Chair Approval

▼

Search by Last Name

Delete

+ Add Step

Request Administrator Approval (Accounts Payable Only)

+ Add Step

Please delete the Dean or Chair Approval box, and then hit Submit below

Do not add any approver here

Cancel

Submit

Update an Existing Card – Business Unit Changes

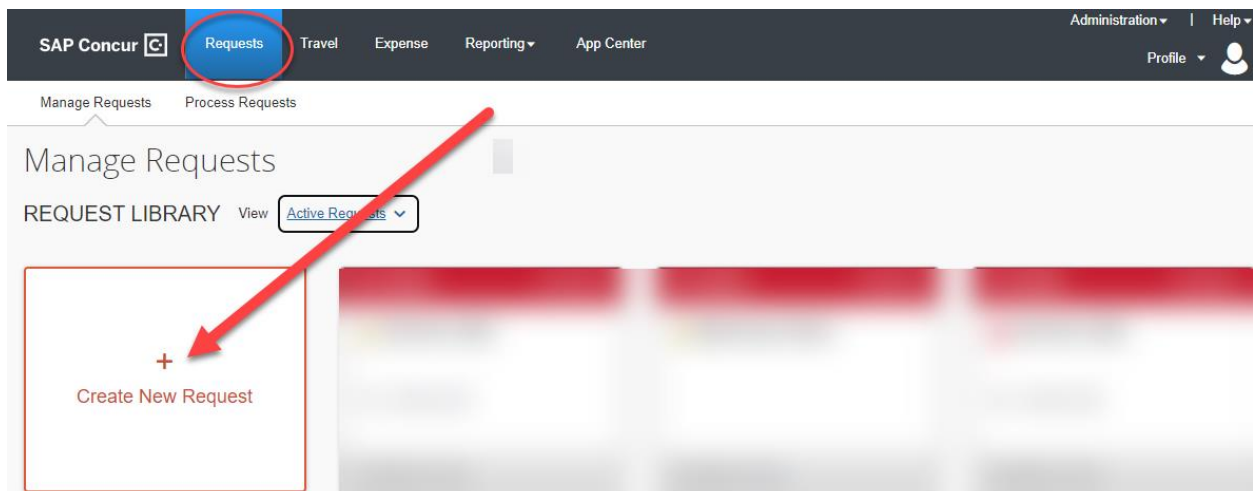
This section will instruct you on how to update the business units you are using with your card.

The new Corporate Card is designed to be used across all business units on campus, which means that you can charge auxiliary funds and state funds to this single card. You may also use your card for travel expenses for both auxiliary and state travel as well.

When you first apply for a new card, you are asked for how you will plan to use the card. The reason this is requested during the initial application phase is so that the ProCard administrator can activate the appropriate Merchant Category Codes (MCC codes) for your card. This allows your card to be used to make those purchases. For example, if you do not check the box to indicate that you are using your card for travel, you will not be able to use the card with airlines, hotels, car rental businesses, etc.

To update your card, proceed with the following guidelines.

Click on the “**Requests**” tab located at the upper left side, and click on “**Create New request**”.



The following screen will appear. In the “**Type of Request**” field, use the drop down and select the “**CSUSB Corporate Card Services**” option. Complete the fields below.

Create New Request

Type of Request *
CSUSB Corporate Card Services

Cardholder Name *
Manorama Sinha

Request Date *
12/02/2022

Card Request Type *
02. Update Corporate Card

Default Business Unit *
SBCMP

Fund *
(SB001) TF485-CAMPUS OPERATING FUND

Department *
(D0210) ADF - Accounts Payable Office

Program *
None

Project *
None

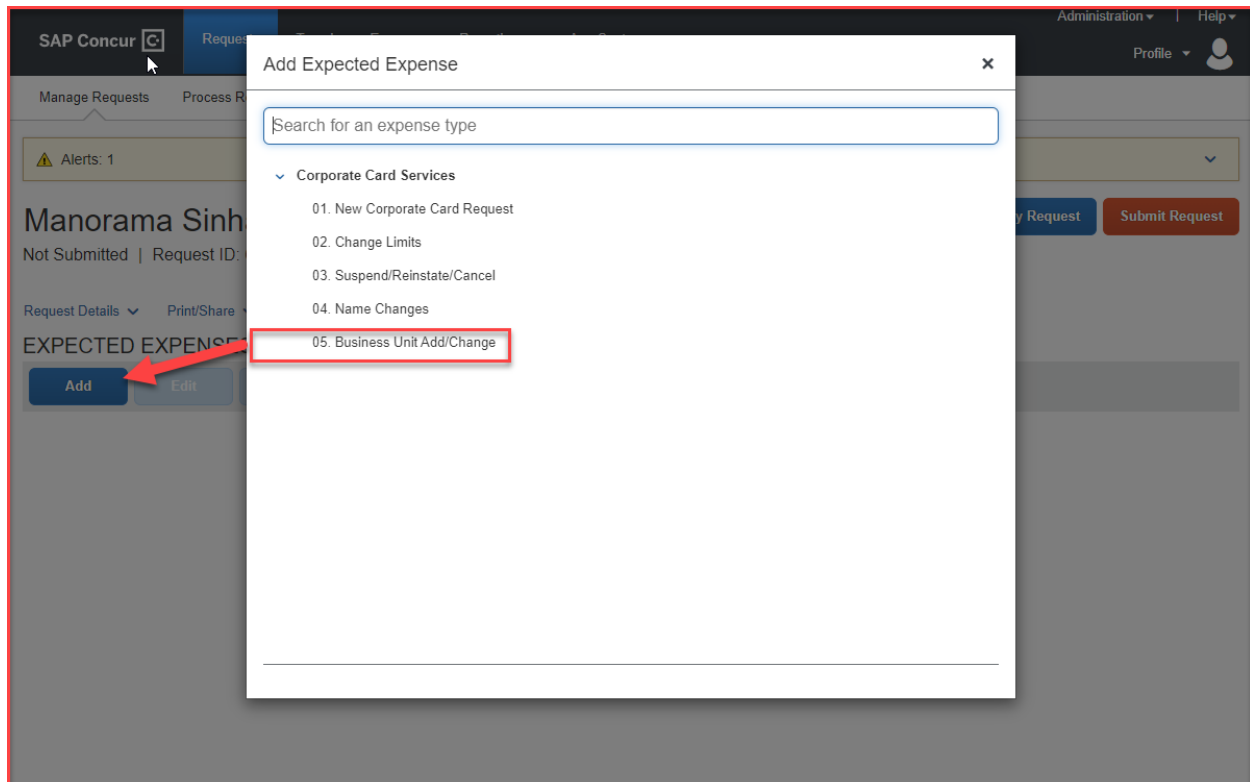
Comment

Cancel Create Request

Enter the **Cardholder Name**

- Enter the **Request Date**
- Select from the Dropdown Menu under Card Request Type:
 - **02. Update Corporate Card**
- Enter your default **Business Unit, Fund, Department, Program and Project**
- Enter any **Comments** necessary
- Click “**Create Request**” in the right-hand corner

Click on the “Add” tab. Choose “**05. Business Unit Add/Change**” from the Corporate Card Services menu.



The screen below will appear. Complete the fields as required.

SAP Concur

Requests Travel Expense Reporting App Center

Administration Help

Profile

Manage Requests Process Requests

New Expense: 05. Business Unit Add/Change

12/02/2022

Cancel Save

Last 4 Digits of Card Number *

1234

How will you use this card? ?

Please select all options that apply.

☐ State Funds ☐ UEC/Philanthropic

☐ Travel ☐ Fuel (Fleet Vehicles Only) ?

Comment

Save Cancel

Enter the following:

- Ensure that the Dropdown is set to ***"05. Business Unit Add/Change"***
- ***Last 4 Digits of Card Number*** – Enter the last four digits of your existing card number. This number will be used by the ProCard Administrator to validate your information.
- ***How will you use this card?*** – Use the check boxes below this field. Click all that apply:
 - ***State Funds*** - This activates all MCC codes allowable for state fund purchases
 - ***UEC/Philanthropic*** – This activates all MCC codes allowable for UEC/Phil funds, including Sponsored Programs
 - ***Travel*** – Choose this option if you plan to use the card for travel. This option includes travel for both state and auxiliary funding.
 - ***Fuel*** – This is a restricted category and only allowable for the purchase of fuel for on-campus fleet vehicles only. This includes police vehicles for the University Police Department and utility vehicles for Facilities use. Do not choose this option for personal vehicles, mileage or travel. Fuel for rental cars and mileage is included in the travel option.
- ***Comments*** – Please enter any comments necessary. Click ***"Save"***.

After clicking **“Save”**, you will return to the following screen, hit **“Submit Request”**.

The screenshot displays the SAP Concur interface for managing requests. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. The user's profile 'Manorama Sinha' is shown with a 'Not Submitted' status and 'Request ID: 6YXJ'. A yellow alert banner at the top indicates 'Alerts: 2'. Below the user information, there are buttons for 'Copy Request' and 'Submit Request'. A red arrow points to the 'Submit Request' button. The 'EXPECTED EXPENSES' section contains a table with one entry: '04. Name Changes' with a date of '12/02/2022'.

Manorama Sinha
Not Submitted | Request ID: 6YXJ

Copy Request Submit Request

EXPECTED EXPENSES

Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date
<input type="checkbox"/>	04. Name Changes		12/02/2022

The screen below will appear. Please delete the Dean or Chair Approval box, and then hit submit below. Validate that your manager's name is populated in the "Supervisor/Manager Approval" field. Your default manager will be set as the approver of your card application and any changes you request to your card. If your managers name is incorrect or missing, please notify the Procurement Card Administrator. The Budget Approval box will remain blank, if you need to add any approvers, please use +Add Step, and add a user added approver. **DO NOT ADD any approver below the Request Administrator Approval box.**

If everything is correct, click on "**Submit**" to send your request through the approval workflow in Concur. Once approved, it will be routed to the ProCard Administrator to fulfill.

The screenshot shows the 'Edit Approval Flow' form with the following sections and annotations:

- Supervisor/Manager Approval:** A text field containing 'Wood, Jay'. Below it, the '+ Add Step' link is circled in red.
- Budget Approval:** A blank text field. Below it, the '+ Add Step' link is circled in red.
- Dean or Chair Approval:** A section with a dropdown menu (currently showing a funnel icon), a search field with 'Search by Last Name', and a 'Delete' link. A red box with the text 'Please delete the Dean or Chair Approval box, and then hit Submit below' has two red arrows pointing to the 'Delete' link and the 'Submit' button at the bottom right.
- Request Administrator Approval (Accounts Payable Only):** A blank text field. Below it, the '+ Add Step' link is circled in red. A large red 'X' is placed over this link. A red box with the text 'Do not add any approver here' has a red arrow pointing to the 'X'.
- Buttons:** 'Cancel' and 'Submit' buttons are at the bottom right.

Thank you!