



# 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](http://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:

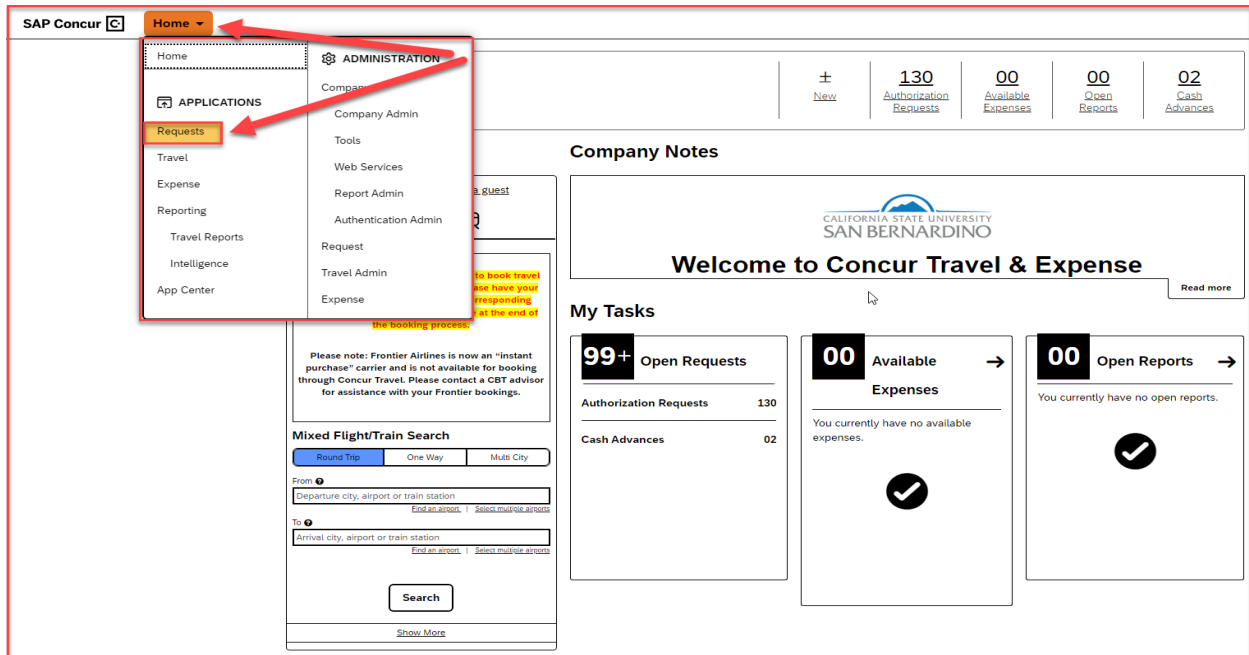
#### Section 1 - File a New Card Application

#### Section 2 - Update an Existing Card

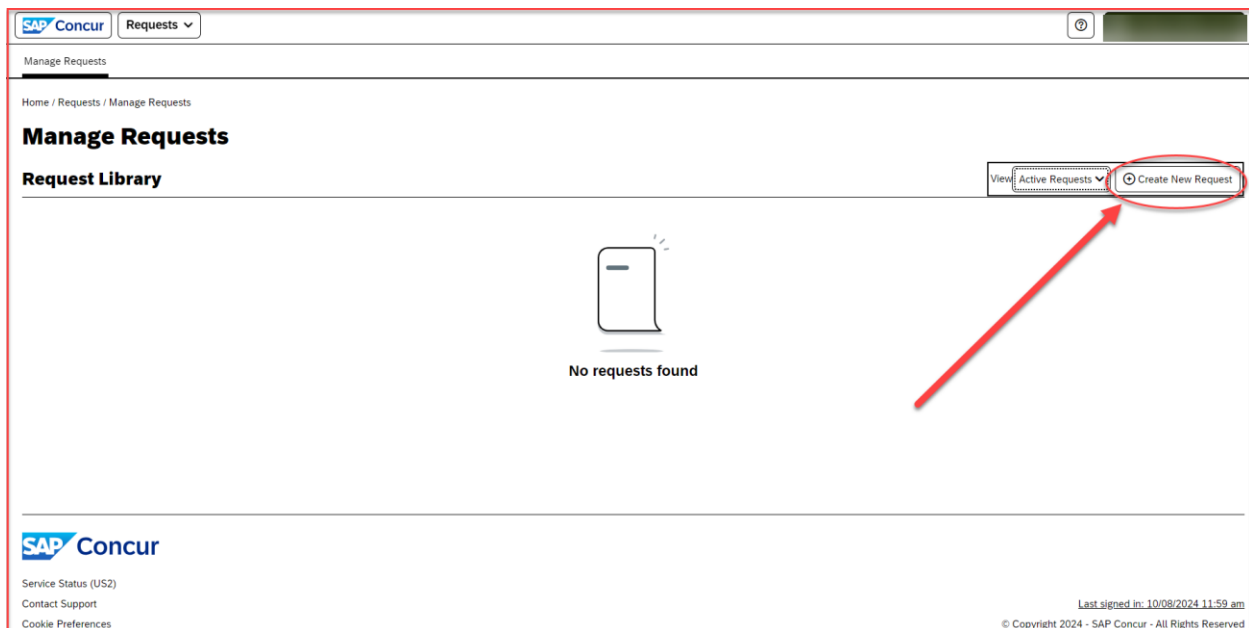
- Change credit card limit
- Suspend/Reinstate your Card
- Update your name on your physical card
- Update Business Units

### Section 1 - File a New Card Application

Once you have logged into Concur, you will be on the main landing page. Click on **"Home"** and under Applications select **"Requests."**



The following screen will appear. 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:

**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 to begin a new application

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

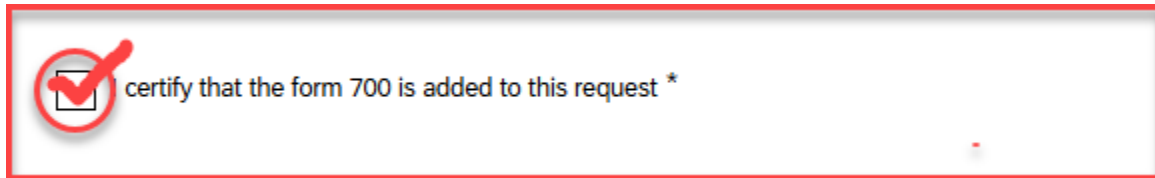
Once you have completed the fields, click on “Create Request” and continue the application phase.

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 Corporate card 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 departments having campus-owned vehicles (fleet vehicles) only. Fuel used during travel will be included in the travel option. Select all the options that apply by clicking the appropriate checkboxes.

All corporate cardholders must have California Form 700 (Statement of Economic Interests) on file with Human Resources. This form is required under the Political Reform Act and CSU's Conflict of Interest (COI) Code, which mandates that employee in designated positions, including cardholders, file Form 700 annually. Once the form is completed, please attach the same to the request, and check mark the box to certify that the form 700 is added to this request.



In addition to including Form 700 in your Corporate Card application, employees must complete ethics training through the CSU's learning management system. Each employee must attach two documents when applying for a new Corporate Card, the actual form 700 and proof of completion of the "Avoiding Conflicts of Interest" course. To enroll in the ethics training, visit the Human Resources website at the following: <https://www.csusb.edu/human-resources/current-employees/employee-relations/conflict-interest> For questions, please contact Human Resources at 909-537-3125. For more information, you may visit the Corporate Card Handbook located at this link: <https://csusanbernardino.sharepoint.com/sites/CorporateCard2?market=en-US>

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

Home / Requests / Manage Requests / United States / New Expense: 01. New Corporate Card Request

### New Expense:01. New Corporate Card Request

Employee Legal First Name  Employee Legal Middle Name/Initial  Employee Legal Last Name

How will you use this card?  I certify that the form 700 is added to this request \*

Stateside Funds  UEC  Philanthropic  
 Sponsored Programs  Travel  Fuel (Fleet Vehicles Only) \*

Justification for Corporate Card Request

Home / Requests / Manage Requests / Mona Sinha

Alerts: 1

**REQUEST**

IMPORTANT MESSAGE: If you are attempting to complete a Corporate Card request for someone other than yourself, STOP HERE. You must complete it under their profile as a delegate. [View](#)

**Mona Sinha**

Not Submitted | Request ID: 9TMY

**EXPECTED EXPENSES**

<input type="checkbox"/>	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	01. New Corporate Card Request		05/07/2024		\$0.00

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 manager's name is incorrect or missing, please notify the Corporate 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.

This completes the application process. Once approved, your card application will be routed to the Corporate Card 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:

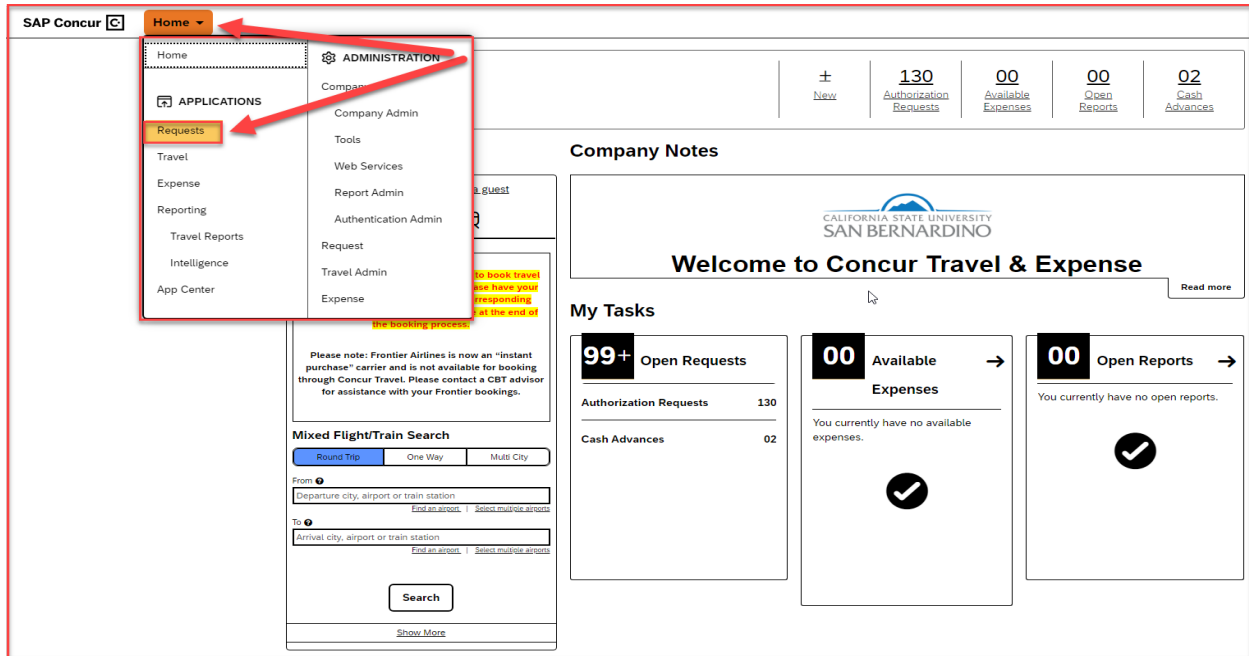
- ✓ Request a change to your credit card limit
- ✓ Suspend/Reinstate/Cancel your card
- ✓ Change/update the name on your card/account
- ✓ Add/Change Business Units and Travel options

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

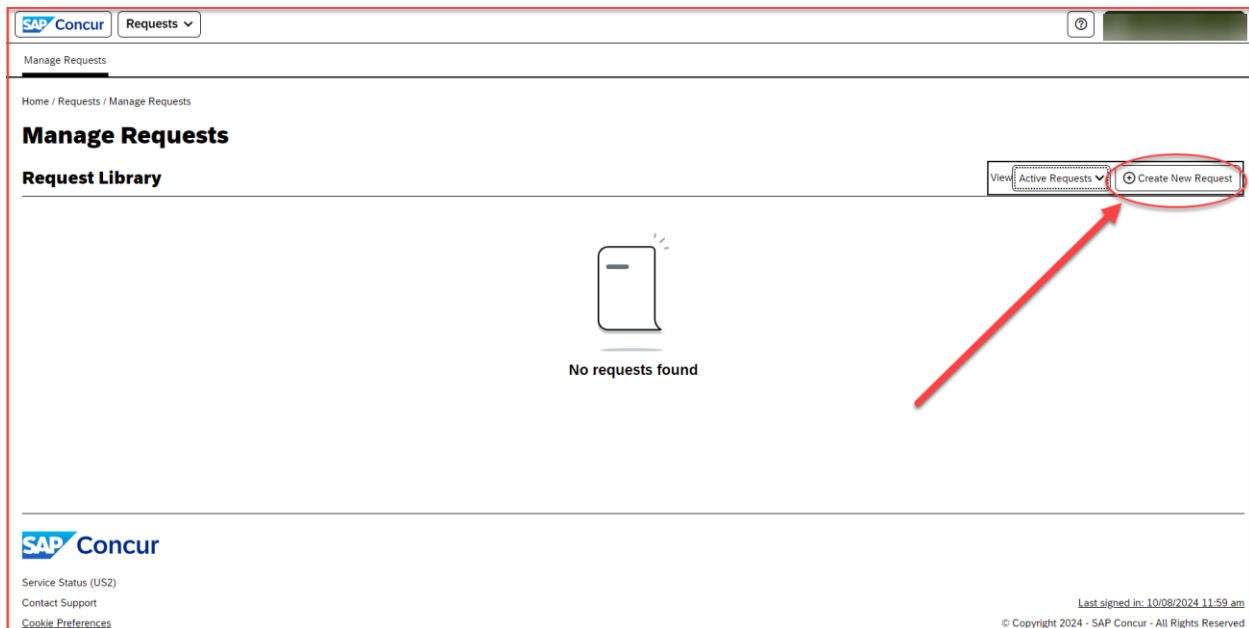
instructions on page 1.

## Update an Existing Card - Change Limits

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



The screenshot shows the SAP Concur home page. A red box highlights the navigation menu on the left, with a red arrow pointing to the 'Requests' option. The main content area includes a 'Company Notes' section for California State University San Bernardino, a 'My Tasks' section with three cards: '99+ Open Requests', '00 Available Expenses', and '00 Open Reports', and a 'Mixed Flight/Train Search' form. A note about Frontier Airlines is also visible.



The screenshot shows the 'Manage Requests' page in SAP Concur. The page title is 'Manage Requests' and the breadcrumb is 'Home / Requests / Manage Requests'. The 'Request Library' section is empty, displaying 'No requests found' with a card icon. A red circle highlights the 'Create New Request' button in the top right corner, with a red arrow pointing to it. The footer includes the SAP Concur logo, service status, contact support, and copyright information.



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.

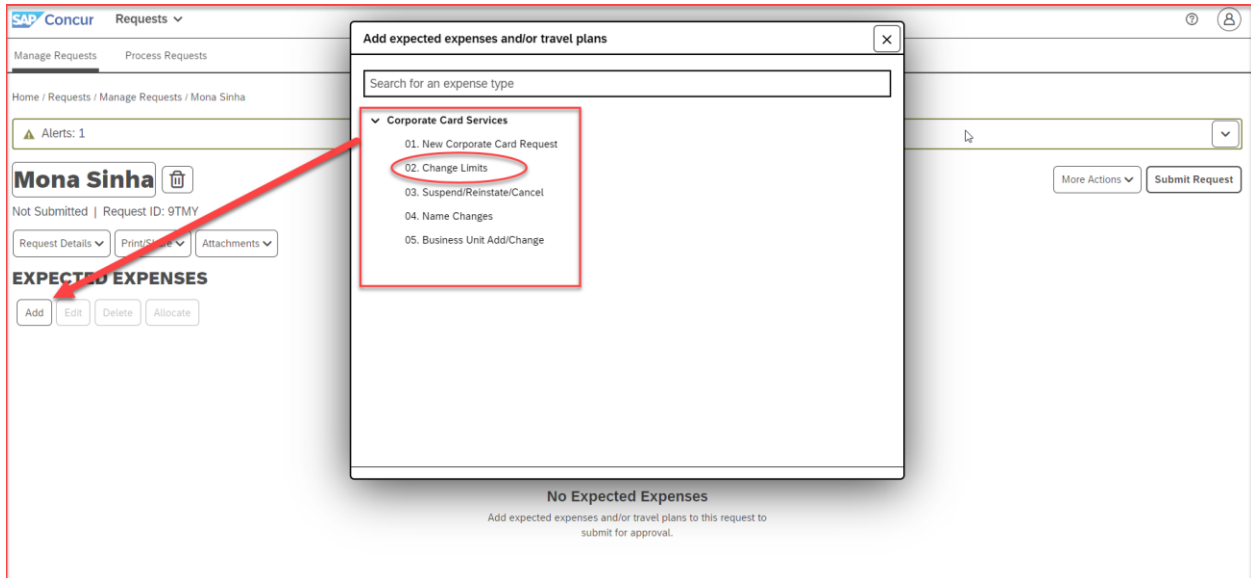
- Enter the **Cardholder Name**
- Enter the **Request Date**
- Select from the Dropdown Menu under Card Request Type:
  - **02. Update Corporate Card**
- Enter your default **Business Unit, Fund, Department, Program and Project**
- Enter any **Comments** necessary
- Click **“Create Request”** in the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

The screenshot shows a web form titled "Create New Request" with a close button (X) in the top right corner. The form contains several required fields, indicated by an asterisk (\*):

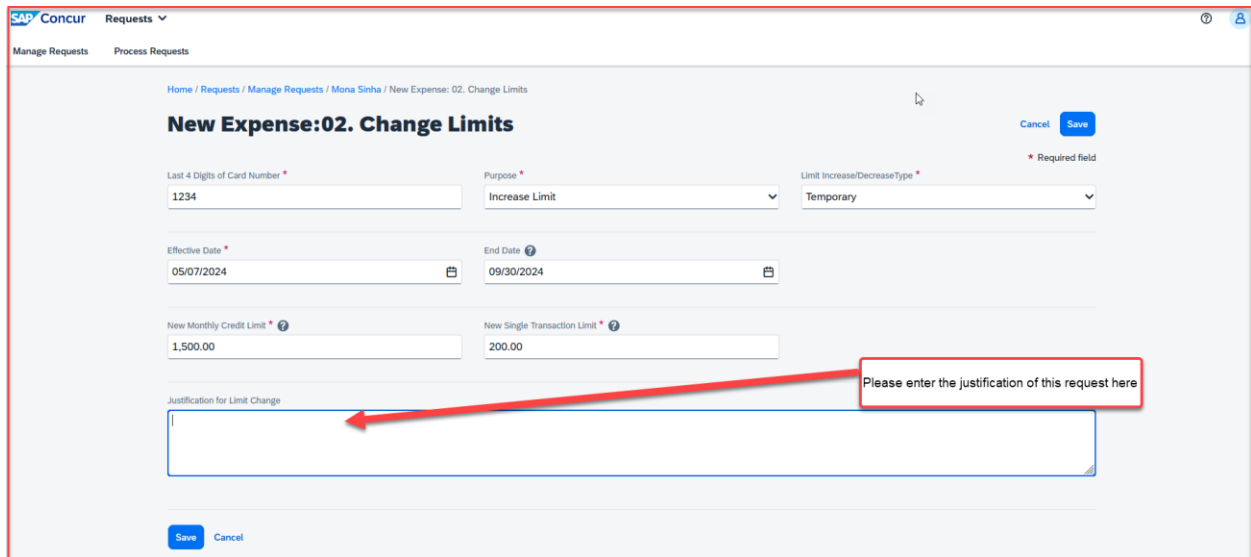
- Type of Request \***: A dropdown menu with "CSUSB Corporate Card Services" selected.
- Cardholder Name \***: A text input field.
- Request Date \***: A date input field with a calendar icon, showing "MM/DD/YYYY".
- Card Request Type \***: A dropdown menu with "01 New Corporate Card Request" selected. A red box highlights the dropdown, and a red circle highlights the option "02 Update Corporate Card".
- Default Business Unit \***: A dropdown menu with "SBCMP" selected.
- Fund \***: A dropdown menu with "Search by Code" selected.
- Program \***: A text input field.
- Project \***: A text input field.
- Comment**: A large text area.

At the bottom right of the form, there are two buttons: "Cancel" and "Create Request". A red arrow points from the "Create Request" button in the dropdown menu to the "Create Request" button at the bottom of the form.

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



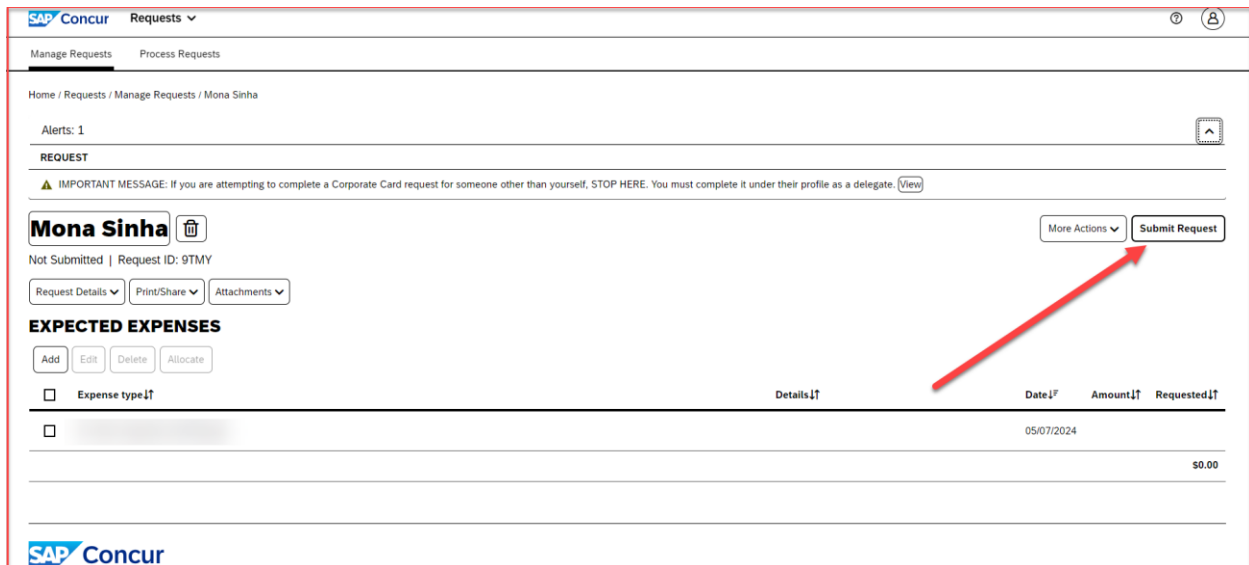
The screen below will appear. Complete the fields as required.



- 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.



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 Corporate Card Administrator to fulfill.

**Edit Approval Flow**
X

Alerts: 1
^

⚠ IMPORTANT MESSAGE: If you are attempting to complete a Corporate Card request for someone other than yourself, STOP HERE. You must complete it under their profile as a delegate.

+ Add Step

Supervisor/Manager Approval+ Add Step

Budget Approval+ Add Step

Dean or Chair Approval

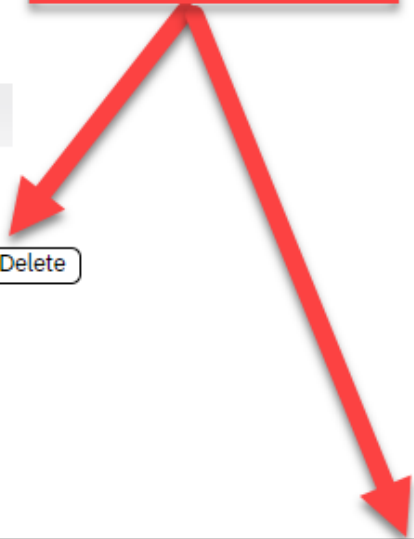
X v
Delete

+ Add Step

Request Administrator Approval (Accounts Payable Only)+ Add Step

Cancel
Submit

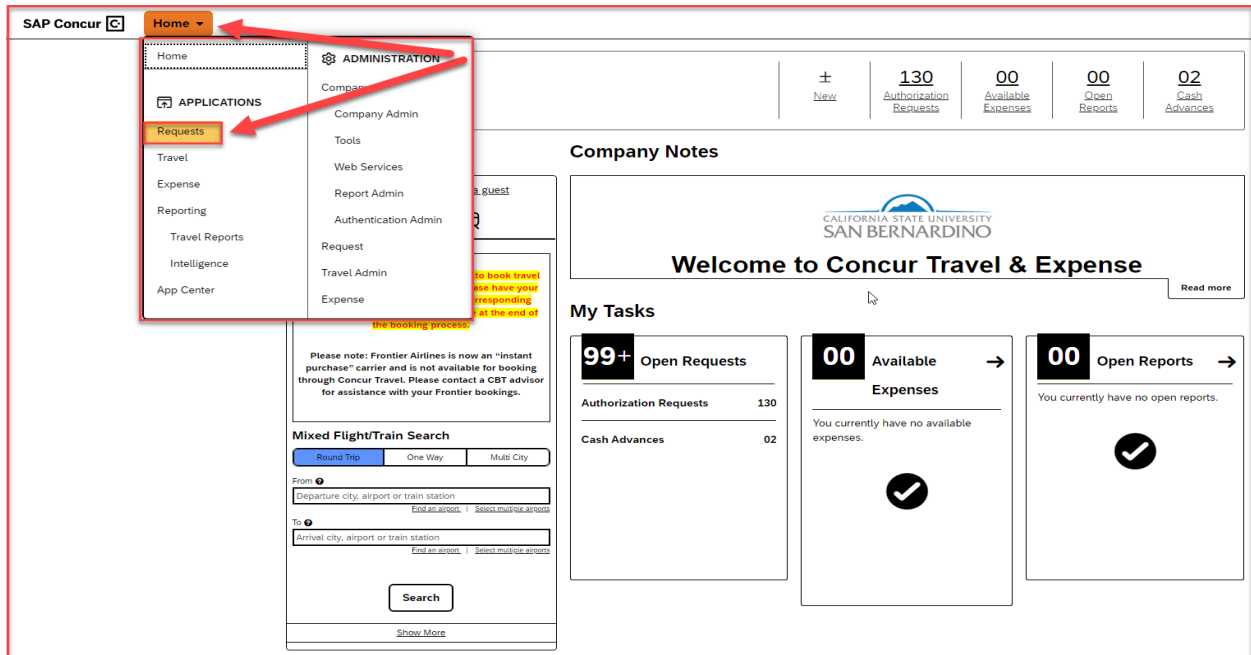
Please delete the Dean or Chair approval box, and then hit submit below



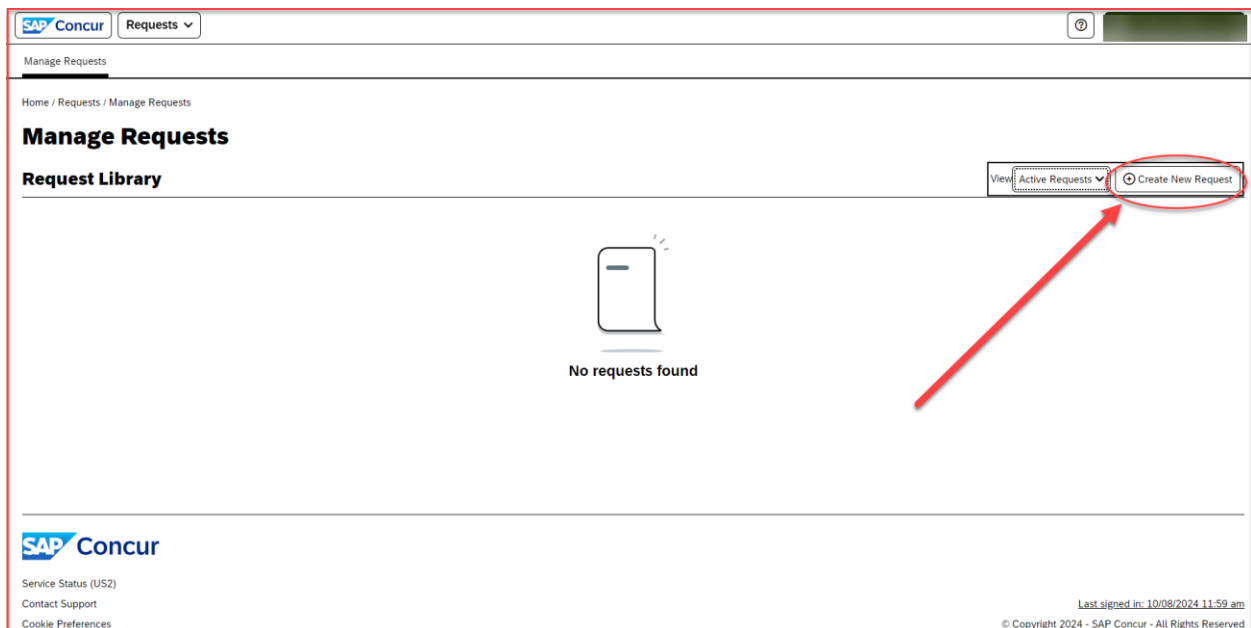
## Update an Existing Card - Suspend/Reinstate/Cancel

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.

Once you have logged into Concur, you will be on the main landing page. Click on **“Home”** and then click on **“Requests.”**



The following screen will appear. 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.

- 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 a 'New Expense: 03. Suspend/Reinstate/Cancel' request. The form is titled 'New Expense: 03. Suspend/Reinstate/Cancel' and includes the following fields and options:

- Last 4 Digits of Card Number \***: 1234
- Effective Date \***: 05/07/2024
- Purpose \***: Suspend
- Reason \***: A dropdown menu is open, showing the following options:
  - None Selected
  - Lost/Stolen
  - Noncompliance
  - Other (Comment Required)
  - Return to Employment
  - Temporary Absence

The 'Save' button is circled in red, and a red asterisk indicates that the 'Purpose' field is required.

Choose from the following purposes:

- **Cancel**—This cancels your card account permanently. **Please return your card to the Corporate Card 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 Corporate Card 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 Corporate Card 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 'Requests' interface. At the top, there are navigation tabs for 'Manage Requests' and 'Process Requests'. Below this, the user's name 'Mona Sinha' is displayed with a trash icon. A status bar indicates 'Not Submitted | Request ID: 9TMY'. There are buttons for 'Request Details', 'Print/Share', and 'Attachments'. An 'IMPORTANT MESSAGE' is shown: 'If you are attempting to complete a Corporate Card request for someone other than yourself, STOP HERE. You must complete it under their profile as a delegate. (View)'. Below the message, there are 'More Actions' and 'Submit Request' buttons. A red arrow points to the 'Submit Request' button. The 'EXPECTED EXPENSES' section includes 'Add', 'Edit', 'Delete', and 'Allocate' buttons. A table with columns 'Expense type', 'Details', 'Date', 'Amount', and 'Requested' is shown, with one row containing the date '05/07/2024' and an amount of '\$0.00'. The SAP Concur logo is at the bottom left.

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 Corporate Card Administrator to fulfill.



**Edit Approval Flow** [X]

Alerts: 1 [^]

**⚠ IMPORTANT MESSAGE:** If you are attempting to complete a Corporate Card request for someone other than yourself, STOP HERE. You must complete it under their profile as a delegate.

+ Add Step

Supervisor/Manager Approval

[Redacted]

+ Add Step

Budget Approval

[Redacted]

+ Add Step

Dean or Chair Approval

[Redacted] X v Delete

+ Add Step

Request Administrator Approval (Accounts Payable Only)

[Redacted]

+ Add Step

[Red X]

Cancel Submit

**Please delete the Dean or Chair approval box, and then hit submit below**

## 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 Corporate Card system. You cannot make a change to your default name directly in this system.

This allows you to request a permanent or temporary increase or decrease in your credit limit.

Click on the **“Requests”**, and click on **Create New Request**

The screenshot shows the SAP Concur Home page. A navigation menu is open, highlighting the 'Requests' option. The main dashboard displays 'Company Notes' with a welcome message from California State University San Bernardino. Below this, 'My Tasks' are shown in three cards: 'Open Requests' (99+), 'Available Expenses' (00), and 'Open Reports' (00). A 'Mixed Flight/Train Search' section is visible at the bottom left.

The screenshot shows the 'Manage Requests' page. The page title is 'Manage Requests' and the sub-header is 'Request Library'. A 'View' dropdown menu is set to 'Active Requests', and a 'Create New Request' button is circled in red with an arrow pointing to it. The main content area displays 'No requests found' with a mobile phone icon. The footer includes the SAP Concur logo, service status, contact support, and copyright information.

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

SAP Concur Requests

Manage Requests Process Requests

Home / Requests / Manage Requests / Mona Sinha

Alerts: 1

Mona Sinha

Not Submitted | Request ID: 9TMY

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

Add expected expenses and/or travel plans

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

No Expected Expenses

Add expected expenses and/or travel plans to this request to submit for approval.

More Actions Submit Request

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

The screenshot shows the SAP Concur interface for a 'New Expense:04. Name Changes' request. The form is titled 'New Expense:04. Name Changes' and includes the following fields:

- Last 4 Digits of Card Number \***: 1234
- Current Name on Card \***: Manorama Sinha
- Employee Legal First Name**: Manorama
- Employee Legal Middle Name/Initial**: (This field is circled in red in the image)
- Employee Legal Last Name**: Sinha
- Comment**: (Empty text area)

At the top right, there are 'Cancel' and 'Save' buttons, with the 'Save' button circled in red. A red asterisk indicates a required field. At the bottom left, there are 'Save' and 'Cancel' buttons.

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 Corporate Card 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”**.

The screenshot shows the SAP Concur interface for managing requests. At the top, there's a navigation bar with 'SAP Concur' and 'Requests'. Below that, there are tabs for 'Manage Requests' and 'Process Requests'. The main content area shows the user's name 'Mona Sinha' and the status 'Not Submitted | Request ID: 9TMY'. There are buttons for 'Request Details', 'Print/Share', and 'Attachments'. A section titled 'EXPECTED EXPENSES' contains buttons for 'Add', 'Edit', 'Delete', and 'Allocate'. Below this is a table with columns for 'Expense type', 'Details', 'Date', 'Amount', and 'Requested'. A red arrow points to the 'Submit Request' button in the top right corner.

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 Corporate Card Administrator to fulfill.

**Edit Approval Flow**
X

Alerts: 1
^

**⚠ IMPORTANT MESSAGE:** If you are attempting to complete a Corporate Card request for someone other than yourself, STOP HERE. You must complete it under their profile as a delegate.

+ Add Step

Supervisor/Manager Approval+ Add Step

Budget Approval+ Add Step

Dean or Chair Approval

X
v
Delete

+ Add Step

Request Administrator Approval (Accounts Payable Only)+ Add Step

+ Add Step

X
Cancel
Submit

Please delete the Dean or Chair approval box, and then hit submit below



## Update an Existing Card – Business Unit Changes

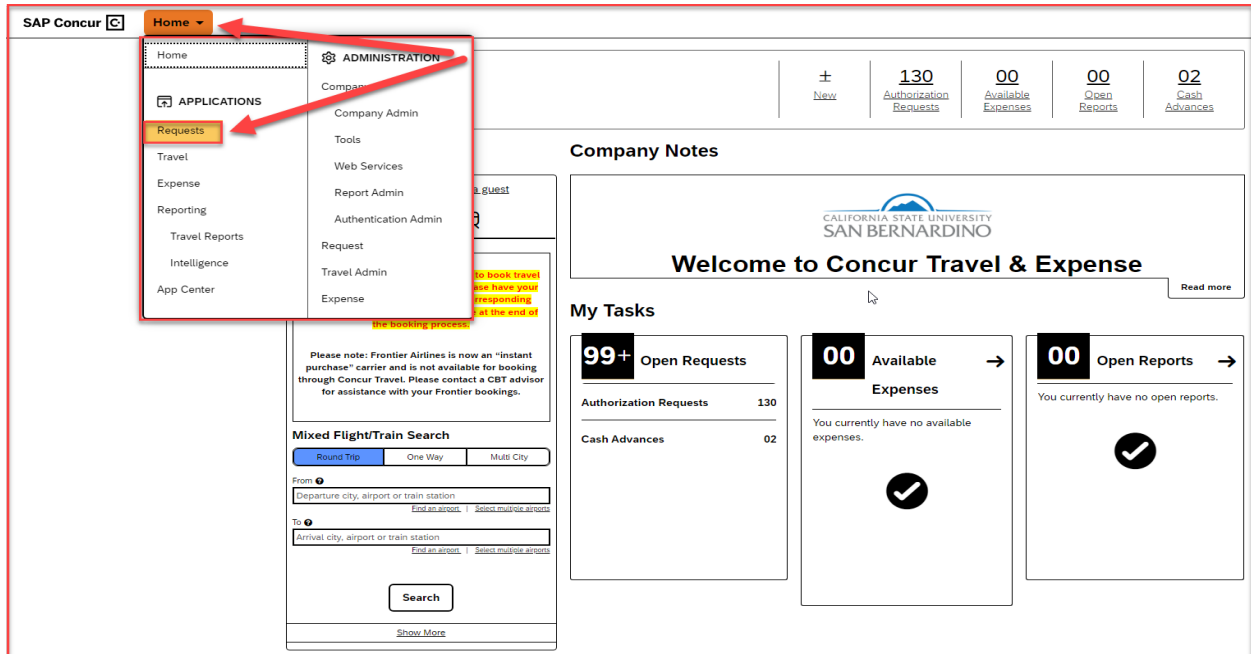
This section will instruct you on how to update the business units you are using with your card.

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.

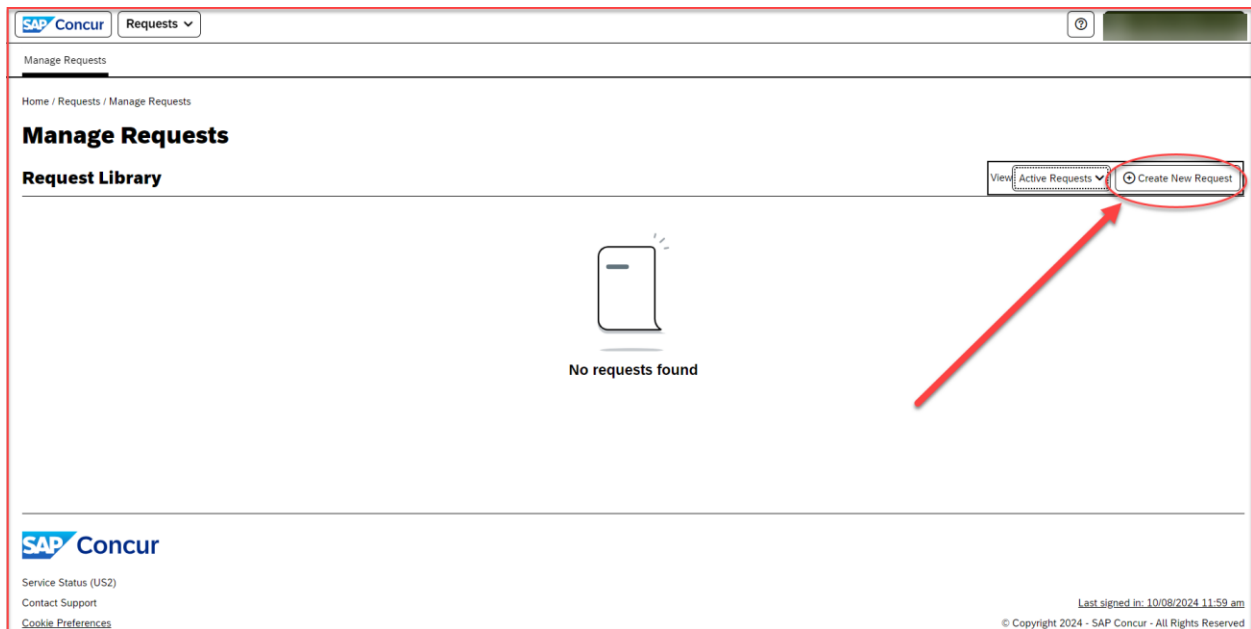
When you first apply for a new card, you are asked for how you will plan to use the card. The reason this is requested during the initial application phase is so that the Corporate Card administrator can activate the appropriate Merchant Category Codes (MCC codes) for your card. This allows your card 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.

Once you have logged into Concur, you will be on the main landing page. Click on **“Home”** and then click on **“Requests.”**



The following screen will appear. 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 \* 1  
SBCMP

Fund \* 2  
(SB001) TF485-CAMPUS OPERATING FUND

Department \* 3  
(D0210) ADF - Accounts Payable Office

Program \* 4  
None

Project \* 5  
None

Comment

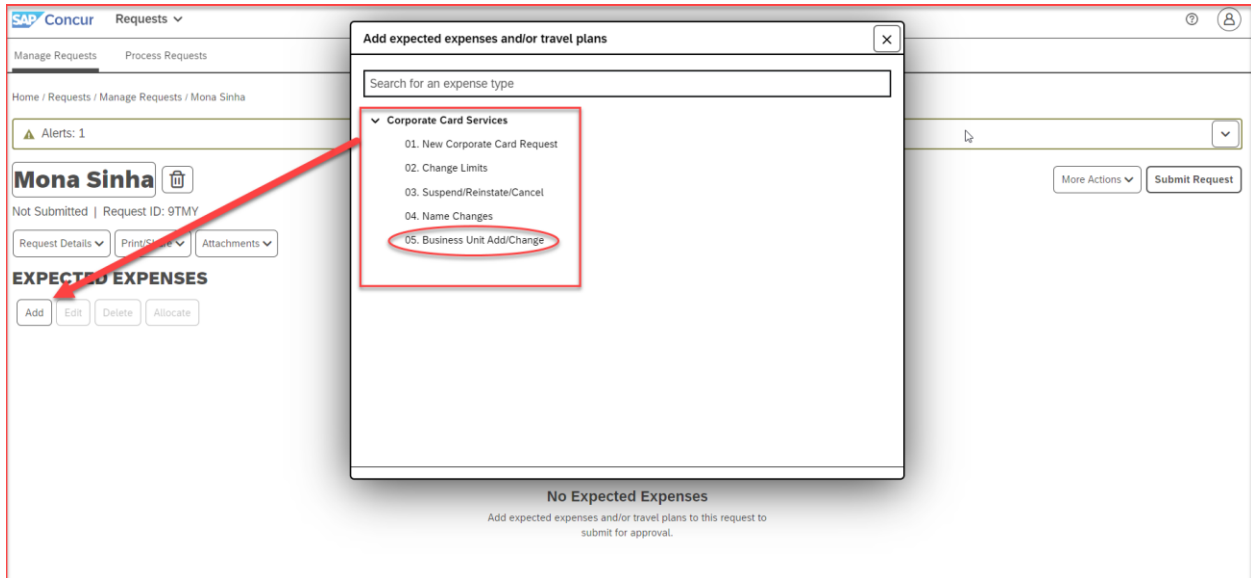
Cancel Create Request

Enter the **Cardholder Name**

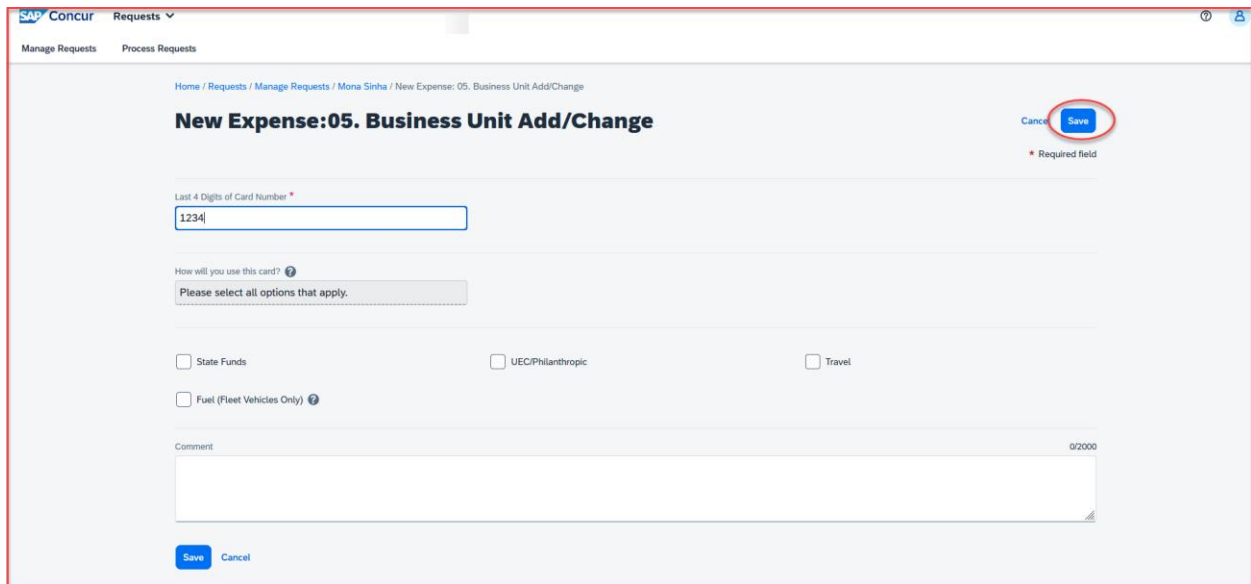
- Enter the **Request Date**
- Select from the Dropdown Menu under Card Request Type:
  - **02. Update Corporate Card**
- Enter your default **Business Unit, Fund, Department, Program and Project**
- Enter any **Comments** necessary
- Click “**Create Request**” in the right-hand corner

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.



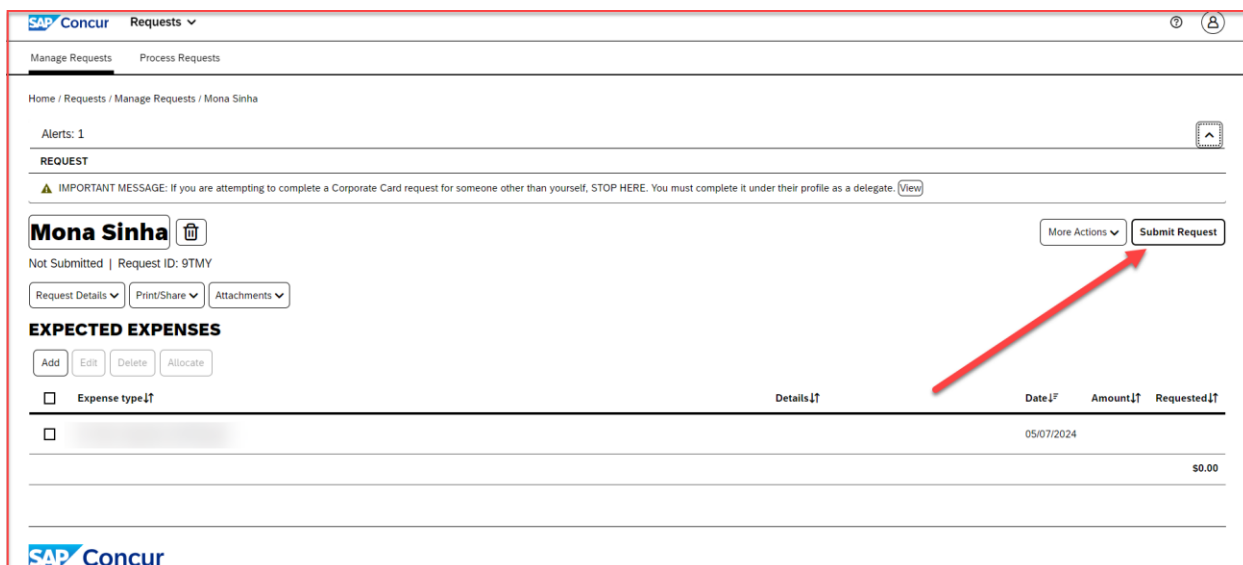
Enter the following:

- 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 Corporate Card Administrator to validate your information.
- **How will you use this card?** – Use the checkboxes 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 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 Corporate Card Administrator to fulfill.

**Edit Approval Flow**

Alerts: 1

**⚠ IMPORTANT MESSAGE:** If you are attempting to complete a Corporate Card request for someone other than yourself, STOP HERE. You must complete it under their profile as a delegate.

+ Add Step

Supervisor/Manager Approval

+ Add Step

Budget Approval

+ Add Step

Dean or Chair Approval

+ Add Step

Request Administrator Approval (Accounts Payable Only)

+ Add Step

Cancel Submit

Please delete the Dean or Chair approval box, and then hit submit below

**Thank you!**