STUDENT FISCAL SERVICES:

Create Spend Authorization: Request for Student Activity Credit Card

This document explains how to request a Student Activity credit card for check out.

The recommended browser for accessing Workday is Google Chrome. Mozilla Firefox and Apple Safari may also be used.

For assistance or training using these procedures, contact FHSU Student Fiscal Services, Picken Hall 317, at 785-628-5922 or visit www.fhsu.edu/sfs/.

NOTE: A request for a Student Activity credit card can be submitted by any Workday user by submitting a Spend Authorization in Workday.

Steps:

1. **Go to https://www.myworkday.com/fhsu** and **sign in** to Workday using your TigerNetID username and password.

2. There are two ways to create access the *Create Spend Authorization* task in Workday:

   a. Search for and then click on the **Create Spend Authorization** task *(Figure 1)*.

   OR **If you are not a student worker - use Create Spend Authorization for Worker - submit under advisors name**

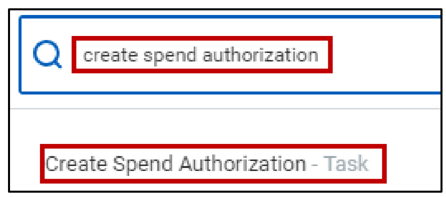

Figure 1

   b. From the Workday home page, click on the **Expenses** worklet *(Figure 2)*.
   Then, under *Actions*, select **Create Spend Authorization** *(Figure 3)*.

Figure 2

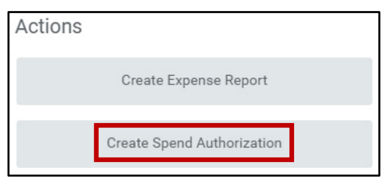

Figure 2

3. On the *Create Spend Authorization* page, **enter the following information**, using the options prompts where available *(Figure 4)*:
   a. **Company** = SA Student Activities
   b. **Start Date** = Date credit card will be picked up from Student Fiscal Services (SFS) (must be submitted and approved at least 24 hours in advance).
   c. **End Date** = Date credit card will be returned to SFS.
   d. **Description** = Name of individual checkout out credit card (photo ID required at time of checkout).

e. **Business Purpose** = SA Credit Card Checkout
f. **Reimbursement Payment Type** = Will autofill based on person completing Spend Authorization (do not change).
g. **Justification**: Include the following:
   i. Phone number to contact submitter with questions.
   ii. Phone number of person checking out credit card.
   iii. Purpose of purchase
   iv. Event or activity and date of event or activity, if applicable.
   v. If purchase is for a gift, prize or award, include the Event # from the GPA approval form.

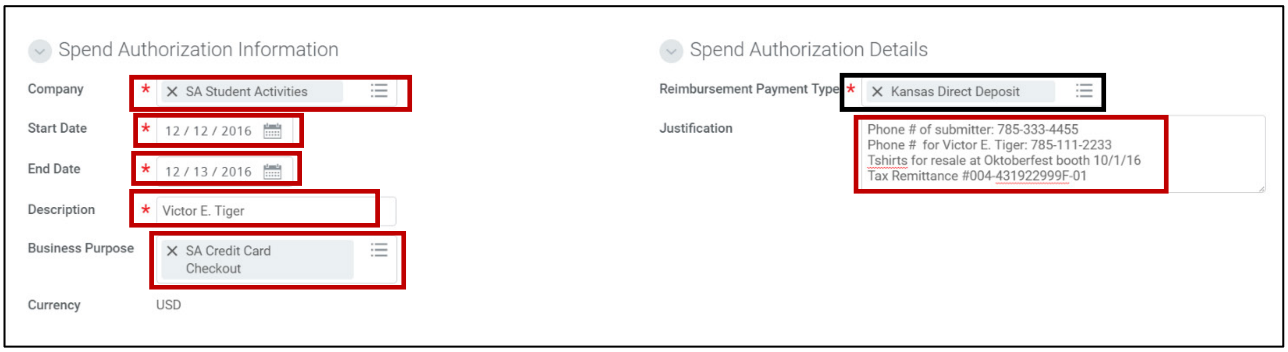

Figure 4

4. Under the *Spend Authorization Lines* tab, click the **Add icon** to add a line to the spend authorization *(Figure 5)*.

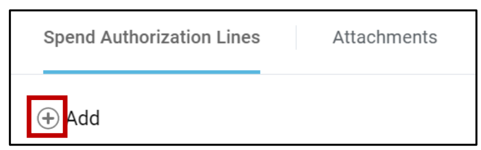

Figure 5

5. Complete the following fields at the line level of the spend authorization *(Figure 7):*
   a. **Expense Item**: Type the **expense name** OR use the options prompt next to *Expense Item* to select **Expense Item By Group** > **SA Credit Card Checkout** > Choose the **Expense Item** that will be purchased with the credit card *(Figure 6)*.

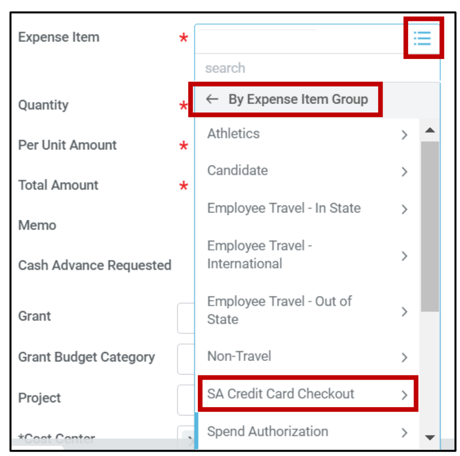

Figure 6

   b. **Quantity** = Defaults to 1 (do not change)
   c. **Per Unit Amount** = Will autofill when total amount is entered
   d. **Total Amount** = Total amount of purchase at that Supplier for Expense Item indicated in Step 5a.
   e. **Memo** = Supplier where credit card will be used for Expense Item indicated in Step 5a.
   f. **Cost Center** = Submitter's default Cost Center will autofill. If needed, change to Cost Center for which expenses are to be charged. Cost Center must begin with "SA". (*Fund* and *Program* will autofill when a Cost Center is entered.)

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6. If credit card will be used to purchase multiple expense items or will be used at more than one supplier, repeat steps 4-5f above to add additional spend authorization lines.

7. Click **Submit** Submit (or *Save for Later* Save for Later to come back and finish at another time).

8. When submitted, the Spend Authorization will route to the Cost Center Manager for approval.

9. When approved by the Cost Center Manager, the credit card will be available for checkout at Student Fiscal Services (SFS).

10. **When making the purchase, obtain an itemized receipt. This is required.**

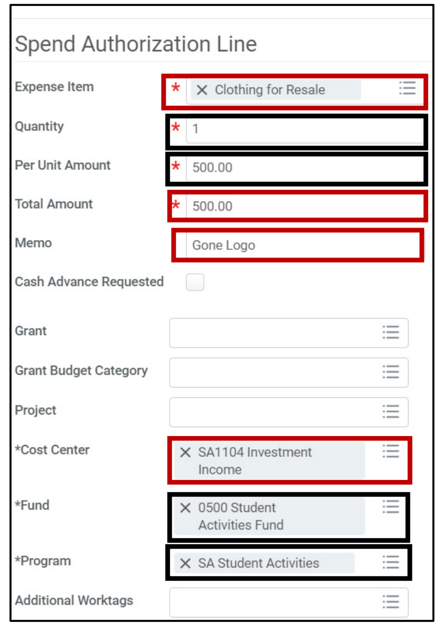

Figure 7

11. When returning the credit card, provide the original itemized receipt to Student Fiscal Services.