

## **Authorization Process** Investigator or Project Staff intends to request a credit card You must have sufficient funds (over Verify availability of account funds \$3,000) in your active project accounts assigned to materials. The letter must use your department Write letter to R&D Center Director letterhead, explain the purpose of the requesting the Credit Card request and the benefit the credit card would provide to your project(s), and include the following information: **Letter Template** • A list of all active projects to be linked to the credit card, • The Sponsor name, Project Title, and Visit the R&D Center Account Number (UFIS and FRS) for Administration office, submit your each one. CID R&D • Start and End dates for each one. letter and complete the Credit Card Whether your are a PI or Co-PI (for request form each project). If you are a Co-PI, you must have written authorization from the PI to request a credit card. Provide the Administration office a Make sure the date of birth, ID CID R&D copy of a valid ID (active driver's number and expiration date are clearly legible. license or passport) Complete the Online Training Module **R&DC** Administration office automatically receives a copy of your certificate of completion and files it in your record Internal Process: R&DC Administrator verifies account funds Internal Process: R&DC Administrator signs off on request and forwards it to the Director for signature Internal Process: Form is sent to Central Administration Finance Office. Copy sent to requester's dean Internal Process: Financial card to R&D Center Internal Process: R&DC Administration Office adds credit card information to registry Investigator or Project Staff visits To maintain an active credit card, it CID R&D the R&DC Administration Office to must be linked to an active project account. receive their credit card.

**Corporate Credit Card Request and**