

Card Requests:

Card Product Types

Welcome to our training on card product types associated with a Concur card request.


Create New Request



* Required field

Request Type *
*Credit Card Request

Request Name *

Request Date
MM/DD/YYYY 

Phone Number to Use for Fraud Verification *

User Type *
None Selected

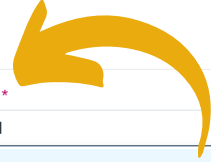
Card Product Type *
None Selected

- 1) Purchasing Card-goods and services (non-travel)
- 2) Travel Card-allowable business travel expenses
- 3) One Card-goods, services and travel
- 4) Vehicle Card-fuel/minor repairs (university vehicle)

Department 1
(90001) Test Department 1

Comments To/From Approvers/Processors





[Cancel](#) [Create Request](#)



A card request must be submitted and approved for each type of university credit card an employee is applying for. The card types are dependent on the employee's purchasing needs.

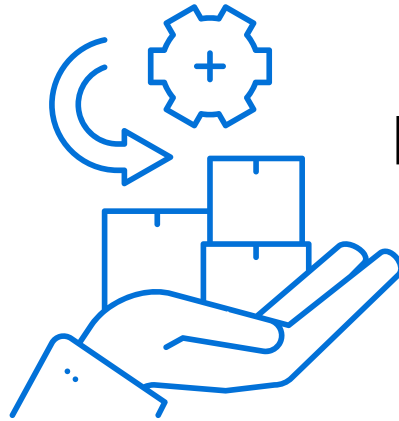
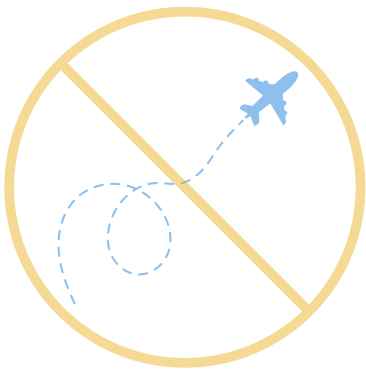
-  Purchase Card
-  Travel Card
-  One Card
-  Vehicle Card
-  SET Card
-  Ghost Card
-  Virtual Card

There are seven types of cards available.

-  Purchase Card
-  Travel Card
-  One Card
-  Vehicle Card
-  SET Card

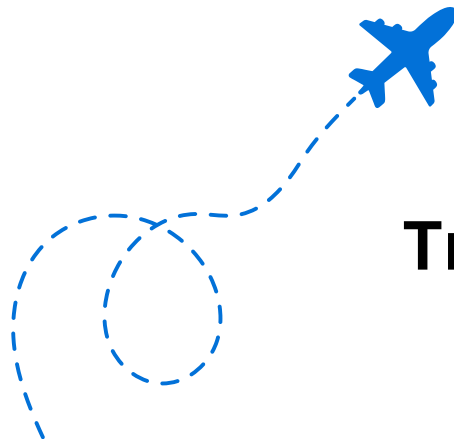


The first five are cards issued as physical plastic credit cards. We will look at these first.



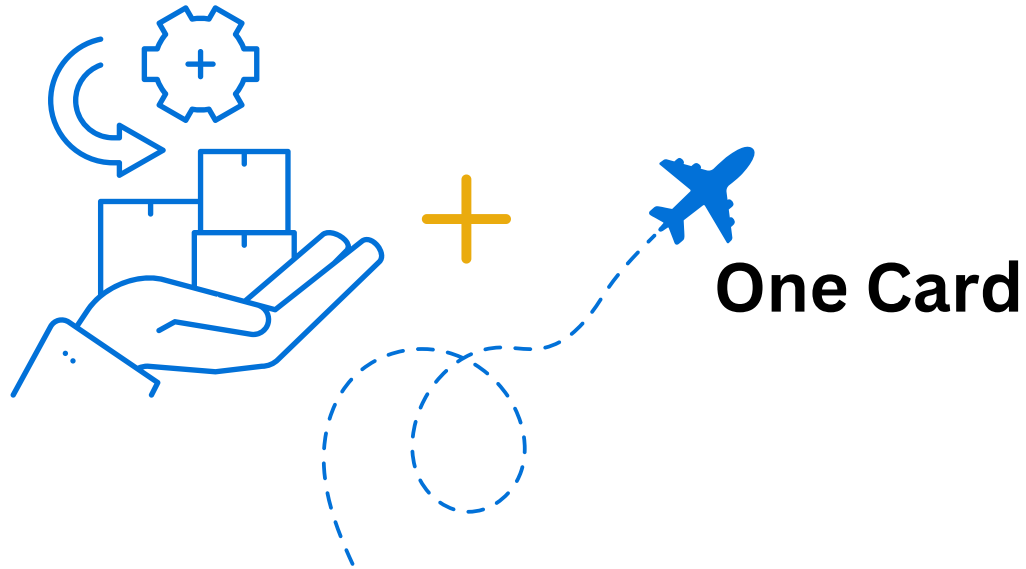
Purchasing Card

Select Purchasing Card if you need the card only to purchase goods and services—not for business travel.



Travel Card

Conversely, if you need the card only for business travel—not to purchase goods and services—select Travel Card.



If your card needs include both goods & services and business travel expenses, select the One Card option.




Vehicle Card

For university vehicle expenses such as fuel and minor repairs, select Vehicle Card.



SET Card

If you are not applying for a permanent card but need a one-time travel or event card and want to receive the card in a plastic format, select the Single Event Travel or SET Card. The SET card is issued with a preset dollar amount specific to the needs of your travel/event. This balance declines as expenditures occur. It is possible for the SET Card to allow for cash withdrawals; if cash withdrawals are needed, make sure you select the SET Card type that includes the cash advance option.

-  Ghost Card
-  Virtual Card



The two other card types, ghost cards and virtual cards, are not issued as physical plastic cards.



Ghost Card

Ghost cards are cardless cards purposed for high-volume use with approved contract vendors.



Virtual Card

Virtual cards are similar to SET cards, with a few differences.

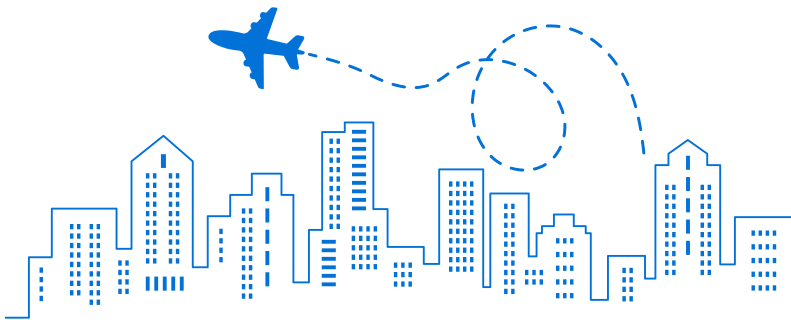
Virtual Card



SET Card



The Virtual Card, like the SET Card, is a temporary single-use card specific to travel expenses. However, unlike the plastic SET Card, the Virtual Card is for purchases made either online or via mobile wallet, and the Virtual Card does not allow for cash withdrawals.



Virtual Card

Because it is specific to vendors who can accept virtual payment methods, the Virtual Card is recommended only for those traveling to large cities or metropolitan destinations.