

How to Request a User or Credit Card Account in Works

As a Chair or Treasurer, you may need to request a User Account for another Volunteer who needs to submit an Expense Reimbursement Request for an out of pocket expense they incurred for your team. You may also have a need to request a credit card for someone in your team. These can be done by submitting the request form found [here](#). AFS Field Finance will receive your request and process it right away. A user account will be set up within 24 hours of your request. Credit Cards take about 7-10 days to arrive.