

When one of your employees submits a form for a new RISD Credit Card you will receive an email to review the request.

1. Click on the link in the email. It will take you to the form within etrieve.
<https://risdcentral.etrivee.cloud>

2. You may have to log in with your RISD credentials
The form will be displayed

3. Review the form


4. At the bottom of the form:

Click "Approve" if you agree with the request

This will promote the form to the next approver
or

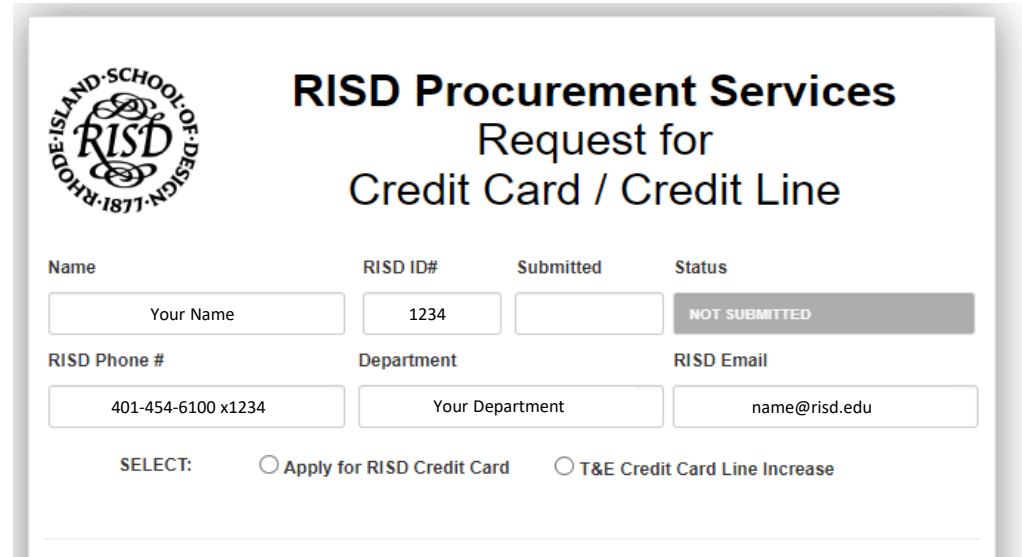
Click "Decline" if you disagree with the request

This will decline the request

 Etrieve@risd.edu
to me ▾

Application submitted by: Sana Amini / Title IX

To review the application, please [click here](#).

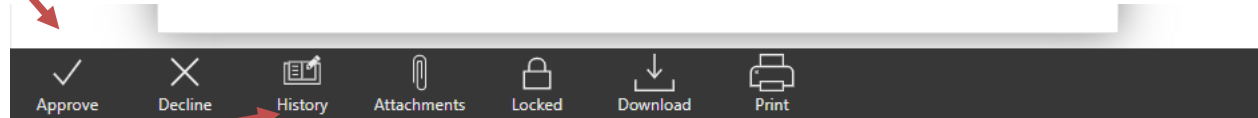


RISD Procurement Services
Request for
Credit Card / Credit Line

Name	RISD ID#	Submitted	Status
<input type="text" value="Your Name"/>	<input type="text" value="1234"/>	<input type="text"/>	NOT SUBMITTED

RISD Phone #	Department	RISD Email
<input type="text" value="401-454-6100 x1234"/>	<input type="text" value="Your Department"/>	<input type="text" value="name@risd.edu"/>

SELECT: Apply for RISD Credit Card T&E Credit Card Line Increase

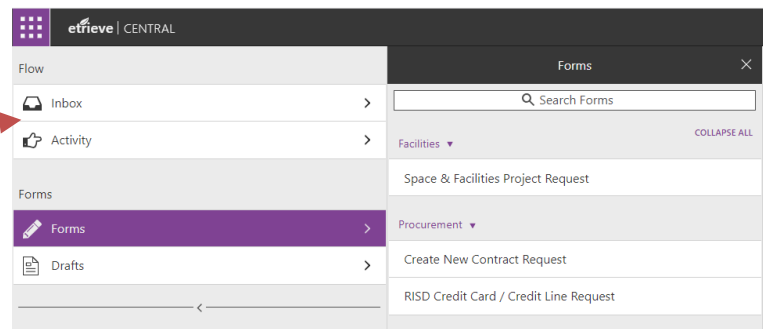


Approve Decline History Attachments Locked Download Print

Tip: Want to know the status of your submission? You can click on the "History" button and it will show you the status of your form.

Please Note: All of your forms needing review can be seen by clicking on the inbox

If you need assistance, please email epro@risd.edu



etrieve | CENTRAL

Flow

- Inbox
- Activity

Forms

- Forms
- Drafts

Forms

Search Forms

Facilities

- Space & Facilities Project Request
- Procurement
 - Create New Contract Request
 - RISD Credit Card / Credit Line Request