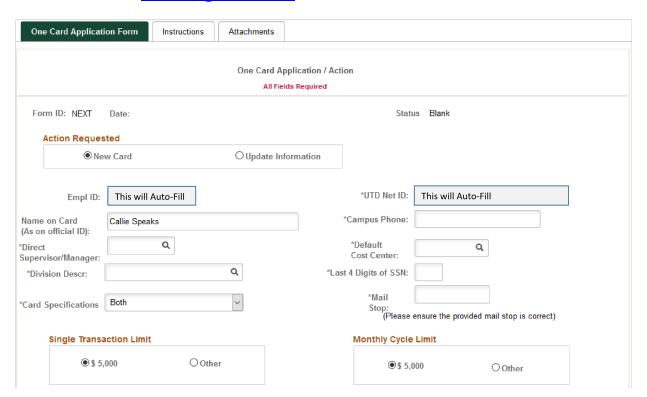


One Card Application - Quick Guide

One Card Application

- 1. Galaxy Portal, through Gemini.
- 2. Under "Forms" click "One Card and Travel"
- 3. Select "One Card Application Form."
- 4. Complete all sections of the form and submit to your Direct Supervisor/Manager for approval (workflow will be shown at the bottom of the form after submission)
- 5. For definitions or further instructions please click the "Instructions" tab inside the application (as shown below)
- 6. Be sure to clearly indicate if the form is a "New Card" or "Update Information" (as shown below) Please note you should only submit an "Update Information" form if you are making permanent changes i.e. (supervisor changes, department change or permanent limit/card specification changes to your One Card). You must also be an existing One Card Cardholder.
- 7. Temporary change request (i.e. changing limit/card specifications for one time charge) should be submitted to oneCard@utdallas.edu



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Will the card be used mainly for: Travel If you chose traverage.	(check one or both)			
100 100 100 100 100 100 100 100 100 100	OPurchasing			
If you chose trans	The state of the s	OBoth		
	vel, how many travel/	trips within one year?	V	
What is the average amount you	are expecting to spend on t	he One Card each month?		
Amount				
		tibank portal.; Please discuss this with y	our Supervisor and Fiscal Officer. on of charges in Citibank. This role can b	e the cardholder or
delegate. If it is the delegate, it is cal	lled a reconciler.			
Citibank Reconciler:	Q	٩	Q	
Each cardholder must have an appr someone higher in your department			ense report. This position should be your	supervisor or
Approver:	Q			
As card holder: I agree to comply with the terms and	conditions of this Agreeme	nt and the <u>One Card Program Guide</u> .		
the One Card training and agree to f	ollow the procedures outline ases. I will report disallowed	ed in the One Card Program Guide. I agr //personal charges to <u>OneCard@utdalla</u> of employment.	Card Program Guide. I also acknowledge ee to use this card for <u>UT Dallas approver</u> <u>s.edu</u> immediately. I understand that impr	d purchases only and
		☐ Agreement		

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