

US Bank One Card:

To qualify you must have a .5FTE or greater UO appointment with forecast pay. If you have already applied for the new UO One Card, thank you!

How to apply:

Go to forms.uoregon.edu. Log in with your UO credentials and navigate to Business Affairs, Travel, UO One Card corporate Travel Credit Card Request.

1. UO employee fills out the form and clicks Save.
2. Next Screen - Click Edit and in the next screen enter your Budget Authority's email address. Save.

	Authorization	Name	Email Address	Signature Status
Reassign	Traveler/Cardholder	Laurie TEST Jacoby TEST	✉ lajacoby@uoregon.edu	-- Unsent --
Reassign	Budget Authority			-- Incomplete --

Add Signature Row

3. Next screen: At bottom, click arrow to Send document

	Role / Position	Name	Task	Processing Status
Reassign	Travel Office	Laurie Jacoby	✉ Please confirm when this travel corporate credit card application has been submitted to the bank.	-- Unsent --
Reassign	Travel Office	Laurie Jacoby	✉ Travel corporate card delivered to traveler.	-- Unsent --

Add Processing Task

Send Document CC Edit Document Delete Document

Add Comment:
Your name lajacoby
Comment *
File Edit View Format

4. Next screen: At bottom, review and sign the cardholder agreement.

	Authorization	Name	Email Address	Signature Status
Reassign	Traveler/Cardholder	Laurie Jacoby	✉ lajacoby@uoregon.edu	Sign Now
Reassign	Budget Authority	Laurie Jacoby	✉ lajacoby@uoregon.edu	-- Unsent --

Send Reminder Email to Signers Add Signature Row

IMPORTANT: Please be sure to include your legal name, your 95# (UO ID), and your **uoregon.edu** email address