

One Card Application Instructions

- Login to **Galaxy**
- Under Toolbox select "Gemini Financials"
- Select "Main Menu" click "Employee Self-Service"
- Under "Forms" click "One Card Application Form"
- Select "New Form"
- 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)
- For definitions or further instructions please click the "Instructions" tab inside the application (as shown below)
- 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. department change, Supervisor change, cost center, Name Change or permanent card specification changes to your One Card).**
- Temporary change request i.e. (changing limit/card specifications for one time charge) should be submitted to OneCard@utdallas.edu

[New One Card Form Request](#) | [Instructions](#) | [Attachments](#)

One Card Application / Action

All Fields Required

Form ID: NEXT Date: Status: Blank

Action Requested

New Card Update Information

Empl ID: **This number Will Prefill** *UTD Net ID: **This number Will Prefill**

Name on Card (As on official ID): *Campus Phone:

*Direct Supervisor/Manager: *Default Cost Center:

*Division Descr: *Last 4 Digits of SSN:

*Card Specifications: Both

*Mail Stop:
(Please ensure the provided mail stop is correct)

Single Transaction Limit

\$ 2,000 Other

Monthly Cycle Limit

\$ 15,000 Other

Justification/Special Requests:

I understand that I must complete the One Card training prerequisites, agree to follow the procedures outlined in the One Card Program Guide and will only use the card within my departmental delegated authority. I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment. I also agree to allow UT Dallas to use all lawful means to collect funds for any unauthorized purchases made on the University issued One Card.

Agreement