US Bank One Card (VISA) Credit Card Application
University of San Diego – Torero Travel and Expense
Updated May 2023

Please Email completed form to onecardadmin@sandiego.edu or request a Docusign Form

Important Information
The One Card program enables cardholders to charge approved expenses from suppliers that accept Visa. Use of the One Card requires the cardholder and their supervisor to assume responsibility for obtaining and submitting appropriate receipts and documentation for reconciliation. Please refer to the ***U.S Bank One Card Procedures*** for a complete description of cardholder and supervisor responsibilities as well as other important program guidelines and information.

1. Applicant Information

Cardholder's Last Name:	**Cardholder's First Name**:
Cardholder's Department:	**Department/Office Location**:
USD Email (w/out @sandiego.edu):	**Campus Phone**:
Workday Employee Number:	**Date of Application**:

2. Supervisor Information

Supervisor's Last Name:	**Supervisor's First Name**:
USD Email (w/out @sandiego.edu):	**Campus Phone**:

3. Approvals: I certify that the information provided has been reviewed and is accurate, allowable and appropriate. I confirm and certify that I have read the **One Card Procedures** thoroughly and will comply with my responsibilities, requirements, and information as outlines in the procedures.

Applicant:

Name: _____   Signature: _____
Date: _____

Supervisor:

Name: _____   Signature: _____
Date: _____

Budget Administrator:

Name: _____   Signature: _____
Date: _____

For Corporate Card Administrator Use Only

Corporate Card Administrator Reviewed and Approved:

Date:

Notes: