

University of Oklahoma – Declining Balance Card Application

Employer Conditions

"I understand and agree that the Declining Balance Card (DBC) must be used in accordance with the Declining Balance Card Policy of the University sponsoring this card program ("the Company"). I agree to surrender the DBC and discontinue use immediately upon request or the termination of my employment for any reason. I agree to be bound by the Declining Balance Card Policy and I will sign the DBC as soon as I receive it. The Board of Regents of the University of Oklahoma ("Member") does not authorize, permit or otherwise consent for me to obtain cash advances or be issued checks from any Cardholder Account issued to me in accordance with the Declining Balance Card Agreement. Further, I will be personally liable for any charges to your account which are not compliant with the Declining Balance Card Agreement and University of Oklahoma Policy."

Application Instructions

When completing the application please remember that:

- The application should only be submitted after Financial Services has approved a budget for your request.
- The name on the application must be listed as it is with Human Resources.
- Your employee ID must be listed as it is with Human Resources. Please note that this is your six digit ID that appears on your paycheck (i.e. 4xxxxx).
- Your email address must be a University email address, ending with @ou.edu.
- All approvers must have signature authority on the default department number.
- A department number and account number must be provided. Incomplete information will not be accepted. Please note that the department number may not default to a grant account (i.e. xx5xxxxxx).
- When completing the business address please use the billing address for your department. PO boxes are not acceptable addresses. Please keep in mind that the address format provided on the application will be the same format that you will need to provide to the vendor for a purchase.

Submission Process:

- Review the Employer Conditions.
- Review the application for errors.
- Click the **Submit to Approver** button. An email addressed to your approver listed on the application will appear with the application attached as a PDF. In order to submit the application you will need to press Send.
- An email will be sent to your approver. Once your approver reviews the application they will need to click the **Submit to Purchasing** button on the application. An email addressed to proadmin@ouhsc.edu will appear with the application attached as a PDF. In order for the approver to submit the application they must press Send.
- If you click either of the **Submit to Approver** or **Submit to Purchasing** buttons and nothing happens, it could be because you do not have Adobe XI or later installed on your computer. If this program is not available to you then click on the **Save Application** button and attach the application to an email addressed to your approver. After your approver validates the information have them forward the email to proadmin@ouhsc.edu with their approval.

After completing the application:

- Watch for a confirmation email from a Pcard Team member. The Pcard Team member will review the application and send confirmation that the application has been processed. If you do not receive an email within 5 business days of submission please email proadmin@ouhsc.edu.

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Please note that all fields outlined in red must be completed.

Applicant Information

The name on the application must be listed as it is with Human Resources.

First Name:

MI:

Last Name:

University Email Address:

(i.e. name@ou.edu)

HR Employee ID (i.e. 4xxxxx):

Approver Information

Any approver listed must have signature authority.

Approver Name:

Approver University Email Address:

Department Information

Department Name/Section:

Accounting Information

The department number must not default to a sponsor account (i.e. xx5xxxxxx).

Department Number:

Account Number:

Billing Information

The billing address must be a University address. No PO boxes will be accepted.

Street Address:

Building Name and Room Number:

City, State and Zip:

Business Phone Number:

Applicant Submission

All applications must first be submitted to the approver for review. To submit the application to your approver, select the Submit to Approver button below.

Approver Submission

Once the application is validated by the approver the application should be submitted to Pcard Team for review by selecting the Submit to Purchasing button below.

If the Submit buttons do not function, please click Save Application and email the application to the appropriate parties.