



Sooner Card Office  
900 Asp Ave, Room 127  
Norman, OK 73019  
405.325.3113 – Fax: 405.325.7188

## Contractor Sooner Card Request Form

This form is to be completed at the request of the Sooner Card Office when the cardholder is not a University of Oklahoma affiliate, but needs access to campus locations. **All information is required. Contractor Sooner Cards must be delivered to a Norman Campus address and must be renewed each fiscal year.**

### Cardholder Information

Cardholder Name: \_\_\_\_\_  
Sponsor Department: \_\_\_\_\_  
Campus Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Reason for Request: \_\_\_\_\_

### Department/Division Approval

Approver Name: \_\_\_\_\_  
Approver Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
☐ Approved  
☐ Denied

**The sponsoring department is responsible for verifying that all cardholder information is up-to-date and accurate and assumes any liability associated with providing the Sooner Card to the cardholder.**

\_\_\_\_\_  
*Approver Name (Please Print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Please return this completed form to the Sooner Card Office for review and processing. Requests may take up to three (3) business days to be processed.**

### Sooner Card Director Approval

☐ Approved  
☐ Denied

\_\_\_\_\_  
*Director Name (Please Print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

FOR OFFICE USE ONLY

CARD NUMBER ASSIGNED: