

Departmental OneCard Program

General Information

The Departmental OneCard Program introduces a purchasing card issued to departments for use in transacting departmental business on campus. The program is intended to provide convenience to the cardholding department as well as the departments offering supplies and services on campus. The program will also centralize and reduce the administrative costs of processing these transactions.

The monthly transaction limit for a Departmental OneCard is set at \$1000 by default. The Department Head or authorized budget manager may request an increase to the monthly transaction limit.

Departments are responsible for reporting lost or stolen cards so they can be deactivated. Any charges made on a lost or stolen card will be charged to the Departmental OneCard holder.

Departments will receive a monthly statement of account listing transactions for that period and total amount charged via journal entry.

How Do I Get a Departmental OneCard?

Send a completed request form (at the bottom of the page) to the OneCard - Transactions Office, 1st floor Cartref, Bryn Mawr. You may do this by campus mail or scan and email to onecard@brynmawr.edu Your card(s) should be ready in three to five business days. It will need to be picked up by the requestor as their signature at the time of pick up is needed. BMC pickup – OneCard – Transactions Office (Cartref 1st floor); HC pickup – The Coop

Where Can I Use the Departmental OneCard?

The OneCard will be accepted as payment for departmental purchases at the Bryn Mawr Bookshop, Haverford Bookstore, Erdman and Haffner Dining Halls, Haverford Dining Center, Wyndham Alumnae House, The Lusty Cup, Uncommon Grounds, Mail Center (HC), Post Office (BMC), The Coop, and Barista Nook.

Once the card is issued, the safe keeping and authorized use of the card is the responsibility of the department head or authorized budget manager. It is not the responsibility of the campus vendor or OneCard Office to ensure the person presenting the card is authorized to use the card. Departments should develop their own system, policies, and process for who is authorized to use the card, as well as for obtaining and retaining receipts with purchases, so they can reconcile their statements at the end of the month.

Department _____ BMC HC
(Please print)

Number of Cards Requested

Budget To Be Charged

BMC 16-digit account code HC 7-digit department 5-digit sub-account

	1-_____ - _____ - _____		_____ - _____ - _____	_____ - _____ - _____
	1-_____ - _____ - _____		_____ - _____ - _____	_____ - _____ - _____
	1-_____ - _____ - _____		_____ - _____ - _____	_____ - _____ - _____
	1-_____ - _____ - _____		_____ - _____ - _____	_____ - _____ - _____

Administrator responsible for the Account(s) _____

Print Name

Authorized Signature

Email

Campus Phone

Date