



VANDERBILT School *of* Medicine

Basic Science Research Administration – POD2

One Card Application Guide for POD2

- For obtaining a One Card, the first step is to fill out the One Card application. One Card application is available [online](#). Please read the Vanderbilt One Card Policy before you submit an application. All VU policies are found on [Vanderbilt's University Policy Portal](#). You can search for the specific policy that you are looking for on the search box. You can find other resources on One Card [here](#).

The following information is needed when filling out the application:

The Business Unit Name (Second Line to Appear on Card) is School of Medicine.

For Biochemistry Department, the Financial Unit Manager (FUM) is Soyoung Kim, soyoung.y.kim@vanderbilt.edu, Work Unit Number 18220.

For Cell and Developmental Biology (CDB) Department, the Financial Unit Manager (FUM) is Carol Johnson, carol.d.johnson@vanderbilt.edu, Work Unit Number 18230.

- When you submit an application, it will be automatically routed to your FUM for signature and then to the Chief Business Officer. After the application is signed by both FUM and CBO, it will be routed to the Payment Cards & Expense Team. You will be notified by the Payment Cards & Expense Team on the next steps after your application is approved. They will need these two steps completed to proceed with opening your account:
 - Take the trainings in Oracle Learning Hub:
 - “Using the Vanderbilt One Card”
 - “Oracle Cloud Expenses: Training for Vanderbilt Faculty, Staff and Students”
 - Assign Expense Delegate(s) in Oracle and provide the name(s).
- Please contact either Soyoung Kim or Carol Johnson for any questions with processing the One Card application.