



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 One Card policy before you submit an application. You can find the policy and the application [here](#).

The following information is needed when filling out the application:

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.

The Business Unit Approver (BUA) is Claudia Paz, claudia.a.paz@vanderbilt.edu.

- When you submit an application, it will be automatically routed to your FUM for signature and then to the BUA. After the application is signed by both FUM and BUA, 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 three steps completed to proceed with opening your account:
 - Take the trainings in Oracle Learning:
“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).
 - Provide a private and secure (non-campus) mailing address to which they can send your card OR you can arrange for a pickup at the office any Monday or Tuesday.
- Please contact either Soyoung Kim or Carol Johnson for any questions with processing the One Card application.