



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

Exception Sooner Card Request Form

This form is to be completed at the request of the Sooner Card Office when the cardholder is a University of Oklahoma affiliate, but is unable to have their card produced in the Sooner Card Office. **All information is required. An electronic photo in .jpg format must be provided with this request. Exception Sooner Cards must be delivered to a Norman Campus address.**

Cardholder Information

Cardholder Name: _____
 Sooner ID #: _____
 Phone: _____ Email: _____
 Reason for Request: _____

I understand that my bursar account will be charged for the Sooner Card at the current amount found at www.ou.edu/soonerCard. I hereby give the approving department permission to order my Sooner Card.

Cardholder Name (Please Print) *Signature* *Date*

Department/Division Information

Approver Name: _____
 Approver Title: _____
 Department: _____
 Campus Address: _____
 Phone: _____ Email: _____

Approved Denied

The requesting 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 Approval

Approved Denied

Director Name (Please Print) *Signature* *Date*

FOR OFFICE USE ONLY