



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 \$15 will be charged to my bursar account for the Sooner Card. 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*

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