To Obtain a Western OneCard or Department Travel Card

OneCard Program

To obtain a Western OneCard, there are steps to follow: (1) Training, (2) Quiz and (3) Application process.

1. Cardholders and Approvers of the OneCard Program are required to participate in the mandatory online training.
2. After the training, the system will direct applicants to a quiz. Applicants must pass the quiz with a score of 100%. Students must self-enroll to take the training in canvas.
3. Complete the e-sign form “Western Procurement Card Application” in its entirety and route the application as instructed on the form.

For more information about the OneCard Program visit:
http://www.wwu.edu/bservices/cards/onecard.shtml

Click on “get started” to start the process in obtaining your OneCard.

Department Travel Card

The Department Travel card is to be used for travel related expenses and is issued in the name of a University staff member in a department or area who will become the Department Travel Liaison.

The Department Travel Cardholder/Travel Liaison will be responsible for making travel arrangements for individual and/or group travel for:

- Students or student groups traveling on university business
- For faculty and staff traveling on university business
- Non-university employees (including candidates for a position, speakers, guest lecturers and other individuals authorized by the university)

For more information about the Department Travel Card Program visit:
http://www.wwu.edu/bservices/travel/depttravelcard.shtml

Click on “get started” to start the process in obtaining your Department Travel Card.

For questions about obtaining a One Card or Department Travel Card, please contact Brenda Ancheta at Brenda.Ancheta@wwu.edu or x3561.