



This form is for use by departments wishing to request a Print & Copy Card to be used for printing/copying on campus or to deposit Plaid Cash to a student account.

Departmental Deposit Request
Print & Copy Card or Student Plaid Cash

Section A: Payment Information

Charge GL 8 8 0 1 5

Charge GM

Authorizing Name (please print): Phone #:

Section B: Departmental Print & Copy Card Request

Not Applicable

This section should be used by department staff or faculty to request a Print & Copy Card to be used exclusively for printing/copying services on campus by a department or group.

Table with 11 columns: Card Value, Quantity, and 9 empty columns for values.

Section C: Plaid Cash Deposit Request

Not Applicable

Student Name:

Student Andrew ID: Student ID Card # (begins with 8):

Deposit Amount: \$

Section D: Signatures

Terms & Conditions:

By signing this form, you are confirming that (i) the student has paid or will pay your department for the amount of Plaid Cash being deposited, either directly or indirectly as part of the program or event fees/charges paid or payable by the student for which the Plaid Cash is deposited, OR (ii) your department has submitted to CMU's Finance Department the appropriate Finance Department forms to determine whether the payment of Plaid Cash to the student is taxable or reportable income for the student.

Authorizing Signature: Date:

If you send someone other than the person who authorized the purchase to pick up this card, and you have not listed their name below, a note with the signature of the person signing the authorization (Section A) must be brought to The HUB when picking up. We will check the ID at the time of pickup.

Name of Person Picking Up Card (please print):

Pick Up Signature: Date: