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

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>
<thead>
<tr>
<th>Card Value</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
<th>$</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td></td>
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</tr>
</tbody>
</table>

Section C: Plaid Cash Deposit Request

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: ________________