



This form is for use by departments wishing to request a Departmental Plaid Ca\$h Card to be used for printing/copying on campus.

Departmental Plaid Ca\$h Card

Payment Information

Charge GL 8 8 0 1 5

Charge GM

Authorizing Name (please print): Phone #:

Authorizing Signature: Date:

Departmental Plaid Ca\$h Card Request

This section should be used by department staff or faculty to request a Plaid Ca\$h 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.

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 ID Card Services in 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:

RETURN THIS FORM TO ID CARD SERVICES IN THE HUB UPON COMPLETION.

Card Office Use Only

Section B Information

Card Number

Funds Assigned

Initials/Date

Section C Information

Pick Up

Note/ID Check

Initials/Date

JE Sent To

Initials/Date