



## Bear Bucks Department Card Request Form

Departments wishing to obtain a card pre-loaded with Bear Bucks must complete and submit this form to Campus Card Services (CB 1055, Fax: 5-4402 or email to [campuscard@wustl.edu](mailto:campuscard@wustl.edu)). The card can be used by members or guests of the corresponding department at Bear Bucks-accepting locations on and off campus.

\*Visit <http://card.wustl.edu> for a complete list of Bear Bucks-accepting businesses!

Once the form has been received, a Campus Card Services staff member will contact you to arrange for pick-up. Bear Bucks Department Cards cost \$1.00/card (this fee is in addition to Bear Bucks ordered). Replacement cards are \$10 each. A new form must be submitted each time funds are added. For questions, please call Campus Card Services at (314) 935-8800.

***Please allow two weeks for card orders to be processed.***

Department Name: \_\_\_\_\_ Department Billing Code: \_\_\_\_\_

Program/Department Name (to be printed on card): \_\_\_\_\_

Number of cards: \_\_\_\_\_ Amount of Bear Bucks to be added to each card: \_\_\_\_\_  
Amount cannot exceed \$2,000 per card.

Activation Date of Bear Bucks: \_\_\_\_\_ Expiration Date of Bear Bucks : \_\_\_\_\_  
Expiration not to exceed 5 years from date of activation.

<b><i>RELOAD EXISTING DEPARTMENT CARD ORDER ONLY</i></b>	
<b>Card #:</b>	<b>Amount:</b>
<b>Card #:</b>	<b>Amount:</b>
<b>Card #:</b>	<b>Amount:</b>

Amount cannot exceed \$2,000 per card.

Requestor: \_\_\_\_\_ Requestor Phone #: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Name: \_\_\_\_\_ Dept Head Phone #: \_\_\_\_\_

Dept. Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ORDER PICKED UP BY:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CCS OFFICIAL USE ONLY:**

Card Numbers Assigned: \_\_\_\_\_

Billing Ref: \_\_\_\_\_ Plan # \_\_\_\_\_