

Bear Bucks Department Card Request Form

Departments wishing to obtain a card preloaded with Bear Bucks must submit this form to Campus Card Services (CB 1055 or email to 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 <https://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 bill your department. Once the bill is paid, a staff member will contact you to arrange for pickup. There is a \$1 fee for each new Bear Bucks department card. Replacement cards are \$10 each. A new form must be submitted each time funds are added. Please call Campus Card Services at 314-935-8800 with any questions.

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

Department Name: _____ **Department Billing Code:** _____

Business Purpose: _____

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 2 years from activation date.

RELOAD EXISTING DEPARTMENT CARD ORDER ONLY	
Card #:	Amount:
Card #:	Amount:
Card #:	Amount:

Amount cannot exceed \$2,000 per card.

Requester: _____ **Requester Phone #:** _____

Requester 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 #** _____