



External Group Bear Bucks Card Request Form

Visitors wishing to obtain a card or cards preloaded with Bear Bucks must complete and submit this form to Campus Card Services (email to campuscard@wustl.edu) prior to visit. The card(s) can be used to purchase goods and service on and off campus. Visit <https://card.wustl.edu/bear-bucks/> for a complete list of locations.

Once the form has been received, a Campus Card Services staff member will contact you to confirm the order, request payment, and arrange for pickup. Bear Bucks cards cost \$1.00/card (this fee is in addition to Bear Bucks ordered). Any unused Bear Bucks will be forfeited. **Payment must be made in advance with cash or check only.** Please make checks payable to Washington University in St. Louis.

Checks can be mailed to the following address:
Washington University in St. Louis
1 Brookings Drive CB 1055
Saint Louis, MO 63130

For card order questions, please call Campus Card Services at 314-935-8800.

Please allow two weeks for card orders to be processed.

Program/Group Name (to be printed on cards): _____

Number of cards needed: _____ 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: _____

Requester: _____ Requester Phone #: _____

Requester Signature: _____ Date: _____

ORDER PICKED UP BY:

Print Name: _____

Signature: _____ Date: _____

CCS OFFICIAL USE ONLY:

Card Numbers Assigned: _____ Plan # _____

Date Payment Received: _____ Check/Cash RV Deposit #: _____