



## Bear Bucks Deposit Request Form

Departments wishing to add Bear Bucks to faculty, staff, or student WashU ID cards must submit this signed request form to Campus Card Services (CB 1055 or email to [campuscard@wustl.edu](mailto:campuscard@wustl.edu)). A completed, signed copy of the Gift, Prize, or Award Form needs to be submitted to the Tax Department (Linda Kennedy, [linda\\_kennedy@wustl.edu](mailto:linda_kennedy@wustl.edu)) for each recipient. The form is on our website at <https://card.wustl.edu/forms/>.

Once both forms have been received, a staff member will bill your department. Once funds are paid, a staff member will contact you to let you know that the Bear Bucks have been added. There is a \$2.50 processing fee per card. Please allow two weeks for processing. Please call Campus Card Services at 314-935-8800 if you have questions.

Visit <https://card.wustl.edu> for a complete list of businesses that accept Bear Bucks.

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

11-Digit Card #	Empl./Stud. ID #	Name	Amt. of Bear Bucks

The total amount in Bear Bucks account cannot exceed \$2,000 on any day.

Business Purpose: \_\_\_\_\_

Requester: \_\_\_\_\_ Requester Phone #: \_\_\_\_\_

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

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

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

**CCS OFFICIAL USE ONLY:**

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

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