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). A completed, signed copy of the Gift, Prize, or Award Form needs to be submitted to the Tax Department, tax@wustl.edu.

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](https://card.wustl.edu) for a complete list of businesses that accept Bear Bucks.

Department Name: ____________________________  Department Billing Code: __________

<table>
<thead>
<tr>
<th>11-Digit Card #</th>
<th>Empl./Stud. ID #</th>
<th>Name</th>
<th>Amt. of Bear Bucks</th>
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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 # ________

December 2020