BuckID Department Card Request

Department Name:

Person Responsible for Card*

Name

Signature

Street Address

City

State

Zip

E-Mail Address

Office Phone

Fax Number

Account Information

Circle Appropriate Affiliation:

UNIV

OSUMC

OSURF

Organization

Fund

Account

Budget Year

Project

Program

User Defined

BuckID Type:

- Copy/Print Only
- Copy/Print & Campus Dining Only
- Laundry Only
- All BuckID Merchants

Number of Cards:

Card Expiration Date (if desired)

Amount/Value per Card:

Current department Card # (if applicable)

600908_________________000

Departments cannot contest any charges made on a departmental BuckID.

* BuckID Card Services is not responsible for any transactions that occur on Department BuckID Cards. The person responsible for care of the department BuckID, as noted above, is responsible for all transactions on the card. Use of Department BuckID cards must be in accordance with OSU Expenditure Policies, which are available online at http://www.busfin.ohio-state.edu/expenditures/Index.htm.

www.buckid.osu.edu  phone: 614.292.0400  fax: 614.688.4343