

MUIaa Pay4Print Card Departmental/Divisional Account Application

This card may be used at any of the copy/print stations located on the Oxford, Hamilton, Middletown, Greentree or VOA campuses.

Your department is responsible for all charges made on this card; no credits or error corrections can be made without verification. If a card is lost or stolen, please send an email to IT Help with the card number(s), department name and charge code that was used. Once this information is received we will verify all information to make sure it is correct, and then we will deactivate the lost or stolen card and transfer any unused money to a new card. This process can take anywhere from 2 to 3 business days to correct.

All information below is required. The Banner index code provided must be valid for 30 days. Completed forms should be submitted to the H.O.M.E. Office in the Campus Avenue Building,

If you have any questions, please contact the H.O.M.E. Office at 529-5000.

Departmental/division contact name: _____

Phone Number: (please include area code) _____

Departmental/division name: _____

Banner index code: _____

Authorization signature: _____

In the table below, please record the Card Holder's Name and the amount of funding only; the remaining of the information will be completed by the H.O.M.E. Office.

CARD INFORMATION					
Card Number	New	Renew	Activation Date	Card Holder's Name	Amount
Total					
<p>H.O.M.E. Office authorization signature: _____</p> <p>Received by: _____ Date: _____</p>					