



**Duffy Hall – Room 68**

**Request For Department or Program Flex Points Deposit**

**For Department Card**

Department Name: \_\_\_\_\_

Account and Sub-code: \_\_\_\_\_

Select, or if card is current, \_\_\_\_\_  
(If more than one card, list on a separate sheet or attachment to accompany this form.)

Amount of Deposit: \_\_\_\_\_ Start and End Dates for Flex Plan: \_\_\_\_\_

**For Program Participation**

Program Name: \_\_\_\_\_

Account and Sub-code: \_\_\_\_\_

Start and End Dates Flex Plan: \_\_\_\_\_

**On either a separate sheet to accompany this form and e-mail attachment**, list participants in alphabetical order with I.D. numbers and amounts of deposit. If start and end dates are variable, indicate same for each participant. Give total for program at the bottom of the list.

- Please**
- Do **NOT** combine different monetary amounts together. List amounts separately.
  - Indicate any plan limits on spending, e.g. daily amount, transaction amount, etc.
  - Additional information / revisions / deletions / additions **MUST** be indicated by code, what, and who is the status change for.
  - The Privilege revisions will be accepted only if the participant change is highlighted or otherwise noted.
  - Partial lists are acceptable for Card Service to program and test.
  - Indicate what procedure and what paperwork is needed to confirm closing accounts and by what date.

Indicate any plan limits on locations or times, e.g. book store only, no vending machines, not after 10:00 p.m., dining only, etc.

\_\_\_\_\_  
\_\_\_\_\_

Signature and Title of Budget Manager

Date

**\*Please Note: All Departments or Program Flex Plans must be closed by or before.\***

**This completed form MUST be submitted 72 HRS. prior to activation.**

**For Card Access Use Only**

**Received By -** \_\_\_\_\_

**Account / Plan -** \_\_\_\_\_

**Revision#** \_\_\_\_\_

**Date of Revision:** \_\_\_\_\_

**Privilege / Plan -** \_\_\_\_\_

**Date -** \_\_\_\_\_ **/ Time -** \_\_\_\_\_

**Reset:** \_\_\_ Yes / \_\_\_ No

**Date:** \_\_\_\_\_