

Departmental COPY Card

EagleCard Office
www.moreheadstate.edu/eaglecard
(please type or print information)

The Departmental Copy Card is a prepaid debit account which is now accessed online via the EagleCard flyBUY contactless technology. These cards can only be used at on-campus reader enabled copiers and printers. To add funds to these cards an on-campus transaction form must be submitted to the EagleCard Office along with the specific Department, COPY Card # (displayed on the back of the card) and supply account information. For more information regarding Departmental Copy Cards please contact the EagleCard Office at 606-783-2701.

Date ____ / ____ / _____

Department Name (to appear on COPY card)

Department Account Number (unit number) – Colleague: 10 - _____ - 5100100

*COPY Card Account Supervisor

*** Will be used for Deposit Approvals**

Department Telephone Number(s) _____ Email: _____

*Number of Departmental COPY cards needed (limited to 9 per dept.) # _____

*Do you want each COPY card assigned to specific personnel? Yes ___ No ___

***If YES, please list below. If NO or left BLANK, ONLY department name and card # will be listed on card.**

Name (if app)	Copy Card #	Name (if app)	Copy Card #
1. _____	_____	6. _____	_____
2. _____	_____	7. _____	_____
3. _____	_____	8. _____	_____
4. _____	_____	9. _____	_____
5. _____	_____		

***Due to the limited number of COPY cards available, departments are encouraged to contact Brandy McCarty at the IKON Document Center (783-2032) about acquiring Departmental Codes to be entered into units vs. COPY cards.**

If card is lost or stolen, please notify the EagleCard Office ASAP. 606-783-2701

Return this form completed to:
EagleCard Office, 150 University Boulevard, Box 4, Morehead, KY 40351
Room 107, ADUC

07/08

Department Head or Manager