

Receipts

It is the responsibility of the department to keep track of itemized purchases. Cash register receipts from the MSU Bookstore will be given to the card holder at the time of purchase.

Bookstore Returns

The receipt must be presented when a return is made. If necessary a credit will be issued. Merchandise is returnable within two weeks of the date of purchase.

Lost Cards

If a Departmental Access Card is lost / stolen, it should be reported immediately to the EagleCard Office (783-2701). A hold will then be activated on that account. At that point, all cards within that department from the same account will need to be reissued if the lost / stolen card is not found. If found, notify the EagleCard Office so that the hold can be removed.

In a Bind and Need Someone Else to Pick Up Supplies

A Departmental Access Card Authorization Form and a departmental card must be given to an on-campus vendor to make a purchase. The authorization form must contain the date, dept. name, name of the person using the card as well as an authorization signature. The person using the form must present some form of personal ID (preferably EagleCard) at the time of purchase.

Suggestions?

Please submit in writing any recommendations that will make using the Departmental Access Card easier and more accessible to:

EagleCard Office
Alumni Tower Lobby
150 University Blvd., Box 4
Morehead State University

Morehead State University



Departmental Access Card

**EagleCard
Office**
783-2701



**MOREHEAD
STATE UNIVERSITY**

How to Apply for a Departmental Access Card

Only department heads or managers can authorize the issuance of Departmental Access Cards. Several cards can be issued to one department. Each card will include the department's name, account number, the card holders photo and name. All cards will access the same Departmental Access account.

An On-Campus Transaction Form must be submitted to the EagleCard Office to make deposits into the card account. **Deposits must be from the Departments supply account.** Account balances can be given at the location accepting the card.

If there is anyone in your department who currently has an old version (without photo) of the Departmental Access Card, please request to have a new card made and the old card turned in to our office.

Purpose

The Departmental Access Card was designed to make on-campus purchasing easier and less time consuming for departments and their personnel. Some of the benefits for its use include:

Speed
Electronic processing eliminates the need for an on-campus transaction form each time a purchase is made. All that is needed is the card.

Accuracy
The on-line system will verify the availability of funds in the account.

Security
Holds can be placed on accounts if a card is lost, thus stopping the use of the card.

Personalized
All cards have the photo of the individual it has been issued to. New cards can be issued in a timely manner.

Less Paper & Less Hassle

The Departmental Access Card is a pre-paid debit account. Once funds are deposited into that account the departments will be able to make purchases from participating on-campus vendors by using their cards. All transactions will be on-line. The amount purchased will automatically be deducted from the departments card account. Currently the University Bookstore is the only participating on-campus vendor. We are currently working on an on-line request / addition of funds process and adding other locations to participate in the Departmental Access Card Program. The on-line process and the locations will be announced as they become available.

This account will be maintained by the EagleCard Office through Access Control Software and card readers.

