

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



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