# Request for Departmental Cards

- **Faculty**
- **RA**
- **Journal**
- **Student Organization**

**Faculty/Organization:**

**Name:**

**Please Note:** New cards require one week for processing. These cards are permanent and reusable from year to year. Please contact Jessica Panella at jessica.panella@uconn.edu to add copies to existing cards.

<table>
<thead>
<tr>
<th>Denomination</th>
<th># Cards</th>
<th>Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 Copies</td>
<td>_______</td>
<td>$50.00</td>
<td>_______</td>
</tr>
<tr>
<td>250 Copies</td>
<td>_______</td>
<td>$25.00</td>
<td>_______</td>
</tr>
<tr>
<td>100 Copies</td>
<td>_______</td>
<td>$10.00</td>
<td>_______</td>
</tr>
<tr>
<td>50 Copies</td>
<td>_______</td>
<td>$5.00</td>
<td>_______</td>
</tr>
</tbody>
</table>

**Signature:** __________________

**Print Name:** __________________

**Date:** _______ ________

(A Faculty or Student Organization account will be billed for all cards distributed)

**For Library Use Only:**

- **Date Filed:** ________________
- **TV #:** ________________
- **Total Charges:** ________________
- **Account #:** ________________
- **PIK #'s:** ________________
- **Staff Initials:** ________________