



# 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](mailto:jessica.panella@uconn.edu) to add copies to existing cards.

Denomination	# Cards	Cost	Total Cost
500 Copies	_____	\$50.00	_____
250 Copies	_____	\$25.00	_____
100 Copies	_____	\$10.00	_____
50 Copies	_____	\$5.00	_____

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: \_\_\_\_\_