

UAA  
WOLFcard  
Department Copy Card Agreement

The \_\_\_\_\_ department requests a department copy card for the purposes of charging copies at WOLFcard equipped copy and microfiche equipment on the UAA campus. This card will function as a credit card. It is entirely the department's responsibility to safeguard the card and ensure it is only used by authorized individuals in an appropriate manner.

Charges made with the card will be debited to the department's account on a monthly basis.

**Responsible Department Employee**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail Address

By signing below I agree to be responsible for the use of the assigned WOLFcard copy card.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Charges made with this card will be charged to:

Org \_\_\_\_\_

Fund \_\_\_\_\_

**Approved By**

\_\_\_\_\_  
Dean/Director/Department Head

\_\_\_\_\_  
Date

WOLFcard Office Use Only

Copy Card Assigned \_\_\_\_\_

Account Assigned \_\_\_\_\_

Shadow Account Assigned \_\_\_\_\_

Disposition of card \_\_\_\_\_