



Guest Card Request

Phone: 317-274-0400 • Email: cardops@iu.edu • Website: crimsoncard.iu.edu

This form is to request a guest CrimsonCard(s) that can be used as payment. A \$1.50 card fee is applied to each card that is issued. Completed requests can be submitted to cardops@iu.edu.

Date of Request:		Requesting Campus:	
Requesting Dept./Company:			
Requestor Name:			
Requestor Email & Phone #:			
Dept./Company Address:			
Account # & Obj. Code: (For campus depts. only)			
Fiscal Officer Email and Phone #:			
Fiscal Officer Signature:			

Number of Cards Requested:		Activation Date:		Deactivation Date:	
Card use authorized at: (Circle all that apply)	<input type="checkbox"/> Food Service Locations Only <input type="checkbox"/> Any location accepting CrimsonCard		<input type="checkbox"/> Vending <input type="checkbox"/> Copier/Printing		
Card Spending Options: (Select one)	Daily Spending Limit Amount*: _____		Single Deposit Amount**: _____		

*Daily spending limit option allows guests to spend up to a specified amount each day. Actual amount used is billed back to the department/company.

**The single deposit option gives guests a one-time deposit to be used over a specified period. The entire deposit amount is billed regardless of the actual amount spent.

-Office Use Only-	
Approved: _____	Denied: _____ By: _____
Card(s) Issued: _____	to _____ Issued
Date: _____	
Usage Amount: _____	Service Fees: _____ KFS Document