

INDIANA UNIVERSITY
 **CRIMSONCARD**
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. **Please note the following University account restrictions: Only general fund and auxiliary operating accounts (60*) are permitted for the \$1.50 card fee. Any account may be used for the spending option payment.**

Date of Request:		Requesting Campus:	
Requesting Dept./Company:			
Requestor Name:			
Requestor Email & Phone #:			
Dept./Company Address:			
Account # & Obj. Code for usage amount billing*:	<i>For IU departments only.</i>		
Account # & Obj. Code for service fee billing*:	<i>For IU departments only.</i>		
Fiscal Officer Email/Phone #:			
Fiscal Officer Signature:			

Number of Cards Requested:		Activation Date:		Deactivation Date (if applicable):	
List Provided: (Select One)	Yes No N/A				
Card use authorized at: (Circle all that apply)	•Food Service Locations Only •Any location accepting CrimsonCard				
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-	
Card(s) Issued: _____ to _____	Issued Date: _____
Usage Amount: _____	Service Fees: _____ KFS Document #: _____
Cards Received : _____	Date: _____