



Department Wright1 Card (DWC)
CHANGE OF STATUS FORM
 055 Student Union
 775-5542 (p)
 775-5557 (f)



Department Name (as it appears on the DWC)

Main Contact (as it appears on the DWC)

Phone Number

FOAPAL

Customer Number (5 or 9 digit) – (example: 91234 or 000091234)

Please circle one:

SUSPEND my current card

REACTIVATE my current card

REPRINT my lost card (\$5 fee)

ADD to my current account:

**Hospitality Services | Copy
 Print Wright | Wright Copy
 Laundry | Vending
 Educational Resource Center**

DELETE from my current account:

**Hospitality Services | Copy
 Print Wright | Wright Copy
 Laundry | Vending
 Educational Resource Center**

CHANGE my current account to:

No Reset | \$25 | \$50 | \$100 | \$200

Department Head
 Or responsible person

Business Manager

Signature

Signature

Printed Name

Printed Name

Date

Date

For office use only:

Customer/Affiliate Number	Card/ISO Number	Updated Blackboard	Staff Initials