



Department Wright1 Card (DWC)  
Request Form  
E234 Student Union  
775-5542 (p)  
775-5557 (f)



Please print or type

Department Name (as it will appear on the DWC)

Main Contact (as it will appear on the DWC)

Phone Number

<b>FOAPAL</b>				
Banner Chart	Fund	Organization	Program	Activity
of Accounts				(2 Digit Alpha)
*Account and Location not required for DWC application.				

Number of Cards Requested

How Much Would you like Available on a weekly basis? (please circle one...)

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

Where can the card be used? (please circle all that apply...)

**Food Service | Copy Machines | Printing Stations | Wright Copy | Bookstore | Laundry | Vending | Educational Resource Center**

\*\*Main Contact (this name will appear on the DWC)

\*\*Department Head Or responsible person

Business Manager (if required)

Signature

Signature

Signature

Printed Name

Printed Name

Printed Name

Date

Date

Date

Funds that begin with a 5xxxxx must have a signature from the Foundation Office and accounts that begin with a 6xxxxx must have a signature from the Office of Research and Sponsored Programs.

Foundation Office  
(for all 5xxxxx funds)

Office of Research and Sponsored Programs  
(for all 6xxxxx funds)

Signature

Signature

Grant Start Date: \_\_\_\_\_

Printed Name

Printed Name

Grant End Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Please use a separate form for each FOAPAL (Banner Chart of Accounts) number.**

**For office use only:**

Customer/Affiliate Number	Card/ISO Number	Initials		
		Envision	DataCard (printed)	Received Dept. 1 Card

\*\*The Wright 1 Card Department is not responsible for any transactions that occur on a lost or stolen **DWC**. The individual that signs as the Department Head or Person Responsible is responsible for ensuring proper usage and safe keeping of the **DWC**. The **DWC** is for business related purchases only: failure to use the card in accordance with WSU policies and procedures can be considered misappropriation of University funds which is punishable by both disciplinary and criminal action. By signing this request from, you agree to abide by the policies and procedures which regulate the **DWC**.