Department Wright1 Card (DWC) Request Form
238 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
________________________________________

**FOAPAL**
Banner Chart of Accounts   Fund   Organization   Program   Activity
*Account and Location not required for DWC application.

Number of Cards Requested

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

Signature

Printed Name

Date

**Department Head**
Or responsible person

Signature

Printed Name

Date

**Business Manager**
(if required)

Signature

Printed Name

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)

Signature

Printed Name

Grant Start Date:___________

Grant End Date:____________

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

Signature

Printed Name

Grant Start Date:___________

Grant End Date:____________

Date:____________________  Date:____________________

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

For office use only:

<table>
<thead>
<tr>
<th>Customer/Affiliate Number</th>
<th>Card/ISO Number</th>
<th>Blockblack</th>
<th>DataCard (printed)</th>
<th>Received Dept.</th>
<th>1 Card</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tbody>
</table>

**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 polices 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.**