



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	Fund	Organization	Program	Activity
of Accounts				(2 Digit Alpha)
*Account and Location not required for DWC application.				

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)

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

Number of Cards Requested

**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			
		Blackboard	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**.