



## Reprographics Cub Card Recharge Form

Department or Office: \_\_\_\_\_

Authorized By: \_\_\_\_\_

G/L Account	Amount to be Charged	Cost Center or WBS Element	Fund	Card Issued To:

Total to be Charged \$ \_\_\_\_\_ Total Number of Copies x \$0.04 per copy \_\_\_\_\_

Card Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Card Charged By: \_\_\_\_\_ Date: \_\_\_\_\_

**If You DO NOT have a Cub Card:**

Obtain one at the Cub Card Office in AD 105.

The office is open: Monday - Thursday: 8:00 am - 7:00 pm

Friday: 8:00 am - 4:00 pm

**If Your Card Needs Recharging:**

1. Print out this form and obtain the signature of your Department Chairperson or Supervisor authorizing the recharge.
2. Enter the COMPLETE Supply or Printing Account number to be billed.
3. Complete the rest of this form and bring it with your Cub Card to the Reprographics Center (LRC 208) for charging.