

Los Angeles City College Administrative Services 'How To' Book	Information Technology Department	IV
		B-6-1
Instructions For the Reprographics Cub Card Recharge Form		

A. Brief Description

The below instructions are to be followed in completing the **Reprographics Cub Card Recharged Form**.

B. How To:

1. **Department or Office:** Enter your department or office name.
2. **Authorized By:** Have the Department Chair or the Authorized Signer sign the form.
3. **G/L Account:** Enter the Printing G/L account number (453100).
4. **Amount to be charged:** Enter the approved amount to be charged.
5. **Cost Center or WBS Element:** Enter the Cost Center or WBS Element number.
6. **Fund:** Enter the Fund number.
7. **Card Issued To:** Enter the name of the cardholder.
8. **Total to be charged:** Enter the total amount to be charged to the account.
9. **Card Received by** Sign after the recharging is done.
10. **Date** Enter the date after signing.
11. **Card Charged by:** To be signed by the Reprographic staff who recharged the card.
12. **Date:** The Reprographic Staff will enter the date after signing.