

Los Angeles City College Administrative Services "How To Book"	Information Technology Department	IV
		B-6-2
	Sample Reprographics Cub Card Recharge Form	



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
453100	\$50.00	C2130A	10100	J.L. Johnson

Total to be charged \$50.00 Total no. 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 107.
 The office is open: Monday - Thursday 8:00am - 12:30pm, 1:30 - 5:00pm
 Friday - 8:00am - 12:00pm, 1:00 - 2:00 pm

- If Your Card Needs Recharging:
1. Fill-out this form as per the instructions www.lacitycollege.edu
1.6.2 Reprographic Cub Card Recharged Form Instructions
 2. Enter the COMPLETE Printing Account number to be billed.
 3. Complete the rest of the form and bring the form with your Cub Card to the Reprographics Center (FH 107) for recharging.