

**Departmental COPY Card**  
EagleCard Office  
www.moreheadstate.edu/eaglecard  
(please type or print information)

**The Departmental Copy Card** is a prepaid debit account which is now accessed online via the EagleCard flyBUY contactless technology. These cards can only be used at on-campus reader enabled copiers and printers. To add funds to these cards an on-campus transaction form must be submitted to the EagleCard Office along with the specific Department, COPY Card # (displayed on the back of the card) and Convenience Copier account information. For more information regarding Departmental Copy Cards please contact the EagleCard Office at 606-783-2701.

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Department Name (to appear on COPY card) \_\_\_\_\_

Department Account Number (unit number) – Colleague: 10 - \_\_\_\_\_ - 5105800

\*COPY Card Account Supervisor \_\_\_\_\_

*\*Will be used for Deposit Approvals*

Department Telephone Number(s) \_\_\_\_\_ Email: \_\_\_\_\_

\*Number of Departmental COPY cards needed (limited to 9 per dept.) # \_\_\_\_\_

\*Do you want each COPY card assigned to specific personnel? Yes \_\_\_ No \_\_\_

*\*If YES, please list below. If NO or left BLANK, ONLY department name and card # will be listed on card.*

Name (if app)	Copy Card #	Name (if app)	Copy Card #
1. _____		6. _____	
2. _____		7. _____	
3. _____		8. _____	
4. _____		9. _____	
5. _____			

***\*Due to the limited number of COPY cards available, departments are encouraged to contact Doug Snedegar [d.snedegar@moreheadstate.edu](mailto:d.snedegar@moreheadstate.edu) at the Document Center (783-2701) about acquiring Departmental Codes to be entered into units vs. COPY cards.***

If card is lost or stolen, please notify the EagleCard Office ASAP. 606-783-2701

Return this form completed to:  
EagleCard Office, 150 University Boulevard, Box 4, Morehead, KY 40351  
Room 107, ADUC

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Department Head or Manager