

# Administrative Copy Card Request/ Request to Increase Administrative Copy Card Value

Please read terms and conditions for use of administrative copy cards: <http://aux.uncc.edu/copy-print/terms-conditions>.

Complete form, print, obtain authorization signature and fax to 704-687-0970 or send through interoffice mail to Auxiliary Services. Sorry, we are unable to process form electronically.

**Check applicable:**

Request for NEW Administrative copy card..... Amount \$ \_\_\_\_\_

Increase value on existing card(s):

Card Number \_\_\_\_\_ Amount \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Amount \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Amount \$ \_\_\_\_\_

Department Name \_\_\_\_\_

Account Number \_\_\_\_\_ **- 928170**

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Special Instructions \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

*This is not an invoice. Information from this form will be used to generate an invoice for billing through Accounts Payable. A copy of the invoice will be emailed to you.*

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AUX USE ONLY

Card Amount \$ \_\_\_\_\_

Invoice Number \_\_\_\_\_

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Auxiliary Services Reprographics • 704-687-7333 • FAX 704-687-0970

auxinformation@uncc.edu • <http://aux.uncc.edu/copy-print>

