

Ikon/ICS Library Copy Card Transfer Form

(This transfer is not applicable on cards issued by the Copy Centers or Duplicating Services.)

This form is required to transfer balances on copying cards purchased for use in the University libraries, etc. Balances remaining on the card will be recorded and credited to the accounts designated below. Personal funds will be transferred to your Diamond Dollars account for use at the libraries and the student copy centers only.

Please check appropriate usage box below:

(You must complete a separate form for each type of card. Fund transfer is dependent upon the source of the funding.)

Today's Date: _____

Card(s) was originally issued:

For personal use, provide TUID# _____

For department use only, provide Cost Center Number _____

For grant use only, provide Grant Account Cost Center Number _____

Last Name _____ First Name _____

TU Address _____

Telephone: _____ Fax: _____ Email: _____

Number of copy card(s) submitted _____

Authorizing Signature(s) _____ **(PRINT)** (for department and grant transfers)

Do not write below this line

To be completed by staff in the department authorized to verify copy card value:

Card balance(s) _____, _____, _____, _____, _____

Number of cards received _____ Date & time received: _____

Received by: _____ (Staff should print name here and below.)

-----Staff cut here √ and give the section below to card holder as a receipt -----

Last Name _____ First Name _____

Card balance(s): _____, _____, _____, _____, _____

Total number of cards received _____ Date & time received: _____

Received by: _____

This is your receipt for the cards returned. Please contact the Diamond Dollars office if the amount credited to your account is different than noted.