

**Departmental One Card Procedures**

Funds will only be allowed as Mountie Money. Balance statements and account transactions can be requested from the One Card office by e-mailing [onecard@mansfield.edu](mailto:onecard@mansfield.edu) with your Department One Card ID number. You can also check the balance at the PHIL in the entrance to Alumni Hall. Purchases with your One Card are for departmental use only and should not be used in place of your departmental purchasing card. If misuse of the card occurs, the card will be deactivated! Please fill out this form and return to:

*Attn: Connie Black  
Mansfield University  
Controller's Office  
131 Alumni Hall  
Mansfield PA 16933*

New Card Request (New cards will be charged \$5.00 from the total)

Funds Request

-----Funds Transfer-----

Department \_\_\_\_\_

Fund Center # \_\_\_\_\_

Amounts

Printing\Copying Commitment Item 610100

\$ \_\_\_\_\_ USD

Food Commitment Item 665130

\_\_\_\_\_

Total \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

DO NOT WRITE BELOW. INTERNAL USE ONLY.

NOTES: