



# Departmental Copy Card Deposit Contract

<b>Department Name:</b>	
<b>Authorized User:</b>	
<b>User's Email Address:</b>	
<b>User's Campus Phone Number:</b>	
<b>Departmental Copy Card Account No :</b>	
<b>Deposit Amount:</b>	
<b>Requisition Number:</b>	
<b>Account Number:</b>	

I understand & accept the Terms & Conditions of use of the Departmental Copy Card as printed below & contained in the USCard Agreement & Billing Rights & Terms of Disclosure.

**Departmental Copy Card funds are valid for the fiscal year in which they are deposited. Unused funds (less 5% processing fee) will be refunded to the account number provided above for the fiscal year in which the deposit is made.**

<b>Authorized Cardholder Name:</b>	
<b>Date:</b>	

## DEPARTMENTAL COPY CARD TERMS AND CONDITIONS

1. This agreement is executed between the Department named on the contract (the cardholder) and the University of Southern California.
2. This agreement shall be for the length of the remaining fiscal year. This agreement is administered by the USCard Office of USC Financial & Business Services.
3. USC shall not be liable for any loss, cost, damage or expense, whether physical, financial, psychological or otherwise suffered or incurred by the cardholder in connection with, or in any way relating to use or attempted use of the cardholder's USCard by the cardholder or third party.
4. The University reserves the right to determine hours of operation and the products and services for purchase with an optional debit account.
5. A debit plan account is nontransferable to another Department's account.
6. Refunds may be requested at the end of each fiscal year. All refunds are assessed a 5% processing fee.
7. If the card is lost or stolen, this fact should be reported immediately. The Department will be responsible for all charges to the card until the card is reported missing. Contact the USCard 24 hour message center at (213) 740-8709.
8. Itemized transaction reports are available upon request from the authorized Departmental Copy Card cardholder(s).
9. Additional USCard Billing Rights and Terms of Disclosure are available at [www.usc.edu/uscard](http://www.usc.edu/uscard).

## For Office Use Only

Deposit \$ \_\_\_\_\_ + Card Maintenance Fee \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Rec'd \_\_\_\_\_ Optim Int. \_\_\_\_\_