

The University of North Carolina at Chapel Hill  
**UNC Departmental One Card Services Request**

**Requestor Contact Information**

_____	_____
<i>First Name</i>	<i>Last Name</i>
_____	_____
<i>PID</i>	<i>Telephone</i>
_____	
<i>Email Address</i>	
Department Finance Contact Email (if different from Requestor): _____	

<div style="background-color: #4F81BD; color: white; text-align: center; padding: 2px; font-weight: bold;">Account/Purpose</div> <p><i>Please select from Accounts below:</i></p> <p><b>One Card Purchase:</b> <span style="float: right;">No Card Purchased</span></p> <p><b>531110</b> - Supplies Office</p> <p><b>538110</b> - Supplies Educ Non Misc</p> <p><b>Add Value:</b> <span style="float: right;">No Value Added</span></p> <p><b>569311</b> - For purchasing food, laundry and incidentals for group participants</p> <p><b>522927</b> - For adding value to One Cards to those who receive a stipend for services provided to the University.</p> <p><b>558916</b> - For adding funds on a One Card to pay for Laundry</p> <p><b>OTHER</b> - Please detail purpose of request in the Purpose box provided below.</p>	<div style="background-color: #4F81BD; color: white; text-align: center; padding: 2px; font-weight: bold;">Chartfield String</div> <p><i>Please provide the full Chartfield String below:</i></p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 20%; text-align: center;">_____</td> <td style="width: 20%; text-align: center;">_____</td> <td style="width: 20%; text-align: center;">_____</td> <td style="width: 20%; text-align: center;">_____</td> <td style="width: 20%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;"><i>Business Unit</i></td> <td style="text-align: center;"><i>Fund</i></td> <td style="text-align: center;"><i>Source</i></td> <td style="text-align: center;"><i>Account</i></td> <td style="text-align: center;"><i>Department</i></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;"><i>Program</i></td> <td style="text-align: center;"><i>PC Bus Unit</i></td> <td style="text-align: center;"><i>Project</i></td> <td style="text-align: center;"><i>Activity</i></td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td></td> </tr> <tr> <td style="text-align: center;"><i>Cost Code 1</i></td> <td style="text-align: center;"><i>Cost Code 2</i></td> <td style="text-align: center;"><i>Cost Code 3</i></td> <td></td> <td></td> </tr> </table>	_____	_____	_____	_____	_____	<i>Business Unit</i>	<i>Fund</i>	<i>Source</i>	<i>Account</i>	<i>Department</i>	_____	_____	_____	_____	_____	<i>Program</i>	<i>PC Bus Unit</i>	<i>Project</i>	<i>Activity</i>		_____	_____	_____	_____		<i>Cost Code 1</i>	<i>Cost Code 2</i>	<i>Cost Code 3</i>		
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_____	_____	_____	_____																												
<i>Cost Code 1</i>	<i>Cost Code 2</i>	<i>Cost Code 3</i>																													

**Purpose:**

*Please detail the purpose of the requested funds on a customer's card and/or the reason for requesting a new One Card.*

**Detail and Cost of Card(s) Requested:**

*Please provide the following information for each One Card being requested.*

_____	_____	_____	_____
<i>PID</i>	<i>Name</i>	<i>Cost of Card</i>	<i>Value to Add</i>
_____	_____	_____	_____
<i>PID</i>	<i>Name</i>	<i>Cost of Card</i>	<i>Value to Add</i>

*If you need additional cards, please include an Excel spreadsheet with this form detailing the above information for all cards being requested.*

Submit completed form to [onecard@unc.edu](mailto:onecard@unc.edu)

**DO NOT MODIFY THIS FORM.**  
**ALL FIELDS MUST BE COMPLETE TO BE PROCESSED.**  
**MODIFIED FORMS WILL NOT BE PROCESSED.**