



# Departmental Copy Card Deposit Contract

649 West 34<sup>th</sup> Street, PSD 102  
Los Angeles, CA 90089-1623  
*(For the Prepayment of Goods and Services)*

USCard accounts provide convenient, cashless purchasing on campus. To make a deposit, complete this form and enclose in return envelope. For more information on USCard, please call (213) 740-8709. Mail completed forms to: **USCard Services**.

\_\_\_\_\_  
Departmental Name

\_\_\_\_\_  
Authorized User

\_\_\_\_\_  
User's Email Address

\_\_\_\_\_  
User's Campus Phone Number

\_\_\_\_\_  
Departmental Copy Card Account No.

### DEPOSIT ACCOUNT

Copy Card Account Amount     \$ \_\_\_\_\_

### PAYMENT METHOD

Requisition                             # \_\_\_\_\_

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Date

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

Departmental Copy Card funds are valid for use 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.

\_\_\_\_\_  
Authorized Cardholder Name (Printed)

\_\_\_\_\_  
Date

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### For Office Use Only

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

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

## 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 and 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 online at [www.usc.edu/uscard](http://www.usc.edu/uscard).