Case Western Reserve University
INTERDEPARTMENTAL CHARGE CARD (IDC)
Terms and Conditions

Individuals who have departmental authorization to charge to a grant or departmental account may open an IDC account. The authorizing person's signature and acceptance of the IDC card(s) indicates agreement with must be the following conditions:

1. A Charge of $3.75 will be incurred to the account for each IDC card issued.
2. If the funding for this card is through a grant, please be sure to include a copy of the Notice of Award (NOA) with your request. The NOA can be obtained from the Research Administration Office (ext. 4510)
3. Cards must not be marked or defaced, as this may render them unusable. Loss, theft, or permanent damage should be reported immediately to the Access Services Department (ext. 2273) so that the card can be suspended. Until reported, all charges made will be charged to the account
4. Access Services is not liable for any charges on the card after it is issued to the department.
5. To claim a lost card, the authorizing person must provide the card number, department name, and account number. If Access Services receives a lost card, the authorizing person will be notified.
6. The authorizing person must notify Access Services if the account number or expiration date changes; otherwise, the IDC card(s) will expire automatically on the budget expiration date noted on the NOA. Then you must resubmit the request with all of the required documents to reactivate the card or change the account number.
7. **Track the usage of you IDC card by activating the number at www.caseonecard.com .**

Please indicate which privileges you would like assigned to the new card(s): (**check one)**

☐ **Copy Reader Privileges** ☐ **Case Dining Privileges** ☐ **Copy & Dining Privileges**
☐ **University Bookstore Privilege** ☐ **Copy, Dining & Bookstore Privileges**

Please indicate the existing card(s) that you would like changed:

Card Number(s) _____

☐ **Reactivation** ☐ **Add Dining/Copy Privileges**
☐ **Remove Dining/Copy Privileges** ☐ **Change Speedtype #**

Department Name_____ # of cards requested_____

Speed Type for Charges:_____ Account Expiration Date:_____

Authorizing Person (PRINT):_____ Phone _____ E-Mail_____

Contact Person (PRINT): _____ Phone_____ E-Mail_____

Campus Address:_____ Location Code:_____

Authorizing Signature:_____

Access Services will contact you after we receive and process your application. With a valid Case ID card, a department representative may pick up your card(s), from Access Services, which is located in the basement of Crawford Hall. The card(s) must be picked up and signed for after the process has been completed.

FOR OFFICE USE ONLY:

No. of Cards Issued _____Card No(s).____

Received by: _____ Date:_____

Completed by:_____ Date:_____

To obtain new IDC card(s) or change existing IDC card(s), return this completed form to:

Access Services, Crawford Hall, Lower Level, Telephone: (216)368-card, Fax: (216)368-1036