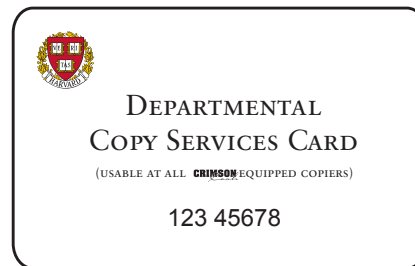


CRIMSON *Cash* Departmental Cards

Making food purchases AND copies has never been faster or easier. Crimson Cash, Harvard University Dining Services (HUDS), and many University Libraries have teamed up to offer the Departmental Dining and Departmental Copy Services cards. This simple service allows you to infrequently load a lump sum onto the card's account with a 33-digit billing code, and then debit small amounts as needed. The Departmental Card saves time & confusion.

Eat on Campus at
Harvard University
Dining locations



MAKE COPIES

SET UP A NEW ACCOUNT

To set up a new account, send an email to crimson_cash@harvard.edu. There is a one-time setup fee of \$1 for each new card. Please include in the email:

- Dollar amount
- Billing code
- Department name & location
- Authorized approver's name*
- Authorized approver's title**
- Authorized approver's phone number
- Number of cards
- Specify pick-up or delivery of cards

*All requests for new copy cards and subsequent value additions must only come from someone in your department with financial spending authority who has an official Harvard designation of "Authorized Approver."

**If you do not have such authority, send your email request to an Authorized Approver in your department, and ask that person to forward your email with their approval to Crimson Cash.

CONTACT US

p: 617-496-6600

www.crimson_cash.harvard.edu

ADDING VALUE TO EXISTING ACCOUNTS

When you have drawn the card balance down and you wish to add more value, the Authorized Approver should simply send us an email with the same information included to establish the account, as well as the card number (reference only 1 card number for multiple card accounts.)

MULTIPLE CARDS

Multiple Departmental Cards may access a single account (similar to a joint checking account). There is a one-time setup fee of \$1 for each card. Please tell us the total number of cards you wish to receive. To request additional cards at a later date, the Authorized Approver should send an email and reference your card number and the total number of cards needs.

NO OTHER METHODS OF ADDITION ARE PERMITTED

You may only add value to your Departmental Card by email. Cash may not be added at a Value Transfer Station. Inadvertent cash additions at Value Transfer stations (VTS) will be credited to an individual's Harvard ID for departmental reimbursement; refunds are not issued.)

SECURITY OF FUNDS

The Departmental Services Card is for use only at HUDS locations and Crimson Cash equipped copiers/printers; cards may not be used to purchase other items/services. Report lost or stolen cards to crimson_cash@harvard.edu or phone 6-6600.

REFUNDS

Authorized Approvers may request a refund of unspent funds by sending an email to: crimson_cash@harvard.edu