



Faculty and Staff Authorization Form

Name _____ Employee ID _____ Campus Box _____ Campus Phone _____

Declining Balance Option #1

Prepay option - Payment Method Cash Check (Attached)

\$ _____ enter amount to be added to Campus Card Account (Can be between \$25 - \$500)

Declining Balance Option #2

I hereby authorize the Washington University Payroll Department to deduct the amount selected below from my paycheck as a one-time deduction.

Payroll deduct – Bi-weekly Monthly

\$ _____ enter amount to be added to Campus Card Account (Amount between \$25 - \$500)

Personal Spending Limit Option - Payroll deduct – Bi-weekly Monthly

I wish to set my Personal Spending Limit for the following amount to be used for Campus Card Account purchases. I understand that charges to my Campus Card Account will be tallied each pay period against this spending limit and billed as an automatic payroll deduction.

\$ _____ enter amount to be added to Campus Card Account (Amount between \$25 - \$500)

I understand that this application is for value to be added to my Campus Card Account, and its terms of service will constitute a binding agreement. For Terms of Service visit card.wustl.edu.

Signature: _____ Date: _____