

MONTCLAIR STATE UNIVERSITY

DEPARTMENT RED HAWK DOLLARS REQUEST FORM

Existing Department Red Hawk Dollars Accounts

Card Name:

Card Number:

New Dept. Red Hawk Dollars Account Request Dept. Name to be displayed on the card:

Card Number:

(RH\$ OFFICE USE ONLY)

Amount:

Requestor:

Ext.

Department:

Justification:

Deposit according to roster or as listed in the Justification area

(Roster in Excel format: CWID # - no "M", last name, first name, \$ amount each in separate columns) Attach to Internal Service Delivery request.

Deposit to department card

(All Red Hawk Dollars on department cards are Red Hawk Student tender)

Red Hawk Dollars (select one)

Red Hawk Student (students and department cards only)

Red Hawk Other (faculty\staff only)

Red Hawk Restricted (student use in Follett Bookstore and eFollett website only)

Card balances can be obtained at Dining Services cash registers or email rh@montclair.edu

Instructions:

- 1) All department Red Hawk Dollars requests must be submitted through an Internal Service Delivery.
- 2) The Internal Service Provider is "Internal Expense Red Hawk Dollars SC0362".
- 3) Attach this completed form to the Internal Service Delivery.

The cardholder agrees to use and maintain the University issued Red Hawk Dollars Department Card to access department funds for payment of goods\services at participating locations in compliance with Montclair State University Handbook and policies, and State Uniform Code of Ethics. <https://www.montclair.edu/media/montclairedu/ethics/uniformcode-1.pdf>

Each department fiscal agent is responsible to designate who is permitted to use the department's Red Hawk Dollars Card and ensure that all purchases are in compliance with the Montclair State University purchasing rules and NJ State Uniform Ethics Code.

Spending must be in accordance with Montclair State University rules (University Employee Handbook, University Policies and Procedures, Purchasing Card Program Manual, NJ State Code of Ethics Guidelines). Red Hawk Dollars Department Card purchases are not permissible for personal use.

Failure to comply with the spending guidelines using the Red Hawk Dollars Department Card is considered unauthorized use of University funds and may lead to disciplinary action. Montclair State University will seek reimbursement for any inappropriate or unauthorized purchases made with the card.

Questions regarding eligible usage for purchases should be directed to the University Ethics Liaison Officer.