

One Card Funds Transfer Authorization Form

Departmental One Card Procedures

Funds will only be allowed as Mountie Money. Balance statements and account transactions can be viewed by logging into the One Card portal at <http://mansfield.blackboard.com> with **your** Department One Card ID **which** will be supplied upon card request. Purchases with **your** One Card are for departmental use only and should not be used in place of your departmental purchasing card. Please fill out this form and return to:

Attn: Connie Black
Mansfield University
Controller's Office
522 North Halll
Mansfield PA 16933

____ **New Card Request**

____ **Funds Request**

-----**Funds Transfer**-----

Fund Center # _____

Printing\Copying Commitment Item **610100** \$ _____ USD

Food Commitment Item **665130** \$ _____ USD

Total Amount: \$ _____ USD

SIGNATURE

DATE

DO NOT WRITE BELOW. INTERNAL USE ONLY.

NOTES:
