

Departmental WatCard Request

Please complete this form and email to watcard@uwaterloo.ca or send in on campus mail to WatCard Office, SLC.

Requestor's Information:

Faculty/Department Name (will appear on card)

Primary User/Contact

Contact Email

Extension

Requestor's Signature

Date

Financial Information:

Departmental/Faculty Financial Officer Name

Financial Officer Email

Extension

Account number:

Unit4 Account.

Unit4 Work Order

-

Unit4 Activity

\$

Monthly Credit Limit

Financial Officer / Authorized Signature

Date

Is this is an update to an existing Departmental WatCard?

___ Yes

___ No

If yes, WatCard #: _____