



**UVA Printing & Copying Services**  
 PO Box 400728  
 Charlottesville, VA 22904-4728  
 Ph: (434) 924-7186 Fax: (434) 243-8755

**COPYCARD E-mail:** [copycard@virginia.edu](mailto:copycard@virginia.edu)

**COPYCARD REQUEST FORM** (please type or print)

**CARDHOLDER:**

Name: First: \_\_\_\_\_  
 Middle Initial: \_\_\_\_\_  
 Last: \_\_\_\_\_

Messenger Mail \_\_\_\_\_  
 PO Box (required): \_\_\_\_\_

Cardholder's Building Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
 Fax #: \_\_\_\_\_

**Send Card To (please check one):**    **Cardholder** \_\_\_\_\_    **Contact** \_\_\_\_\_

**CONTACT** (the person we should contact with questions concerning the card or billing information if other than cardholder):

Name: \_\_\_\_\_

Messenger Mail \_\_\_\_\_  
 PO Box (required): \_\_\_\_\_

Contact's Building Name: \_\_\_\_\_

Phone #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

**DEPARTMENTAL BILLING INFORMATION:**

Department Name: \_\_\_\_\_

Messenger Mail \_\_\_\_\_  
 PO Box (required): \_\_\_\_\_

Phone #: \_\_\_\_\_ Department's Building Name: \_\_\_\_\_

PTAO for Billings    P                    T                    A                    O                    Expiration Date : \_\_\_\_\_

**Department Authorization For Use of Fund Code and PTAO for Copycard Usage:**

**Signature:** \_\_\_\_\_  
**Name (please print):** \_\_\_\_\_

*For PCS Office Use Only*

Card Issued Via:    Messenger Mail \_\_\_\_\_  
                                  Customer Pick-up \_\_\_\_\_

Policies & Procedures sent with Card?    Yes \_\_\_\_\_    No \_\_\_\_\_

Date Card Acknowledgement    Sent: \_\_\_\_\_    Received: \_\_\_\_\_

Card Issued By: \_\_\_\_\_    Date Issued: \_\_\_\_\_

**CARD #:**

## UVA PRINTING & COPYING SERVICES

### *Copycard Policies & Procedures*

#### **Purpose**

It is the policy of UVA Printing & Copying Services to issue Charge Copycards to University departmental employees providing a valid billing code (PTAO).

#### **Initial Issuance**

There will be no charge for the initial issuance of each Copycard. Copycards may be obtained by completing the Copycard Request Form and returning it via Messenger Mail to UVA Printing & Copying Services Business Office at PO Box 400728. The request will be processed and the Copycard returned via Messenger Mail. Upon receipt of the Copycard, an e-mail message must be sent to [copycard@virginia.edu](mailto:copycard@virginia.edu) to acknowledge receipt of the card and to request activation of the card – unlike our old system, the new cards are not active at the time of mailing. If you do not have access to e-mail, your acknowledgement and activation request may be sent via Messenger Mail to the address above, or faxed to 243-8755. ***A separate Copycard Request Form must be completed for each Copycard requested.***

#### **Billing Procedures**

Charges for copier usage are made electronically via the University's accounting system to the PTAO on record with our department for each Copycard. You/your department will receive a paper "statement" showing the summary of copier usage for each Copycard. This "statement" is for information purposes only, and should not be processed for payment.

It is the responsibility of the cardholder to notify our Business Office of any billing errors, changes in charge codes/PTAO's, or other pertinent information.

#### **Lost or Stolen Charge Copycards**

Each cardholder assumes full responsibility for the safekeeping and use of his/her Copycard. A lost or stolen card must be reported to UVA Printing & Copying Services Business Office as soon as it is discovered that the card is missing in order for us to deactivate the card and prevent unauthorized use.

A \$25 charge *may* be imposed for the issuance of replacement Copycards.

Please notify our Business Office immediately if a lost or stolen card is recovered – any fee paid for the replacement of a recovered card will be refunded upon receipt of the recovered card by our Business Office.

#### **Faulty Charge Copycards**

In the unlikely event that a Copycard proves faulty, please notify our Business Office. There will be no charge for replacement of a faulty card.

#### **Returning Copycards**

Copycards can be re-encoded and reused and must be returned to UVA Printing & Copying Services when the cardholder no longer needs the card for official University use (ex. when the cardholder leaves the University or changes departments, the cardholder's grant expires, etc.).

#### **Changes in Billing Information**

Changes in billing information (PTAO, billing address, card contact information, etc.) must be reported, in writing or via e-mail, to our Business Office within 10 working days of the change. ***Copycards are not transferrable between cardholders*** – once a cardholder no longer needs the Copycard, the card must be returned.

#### **Questions and Correspondence**

Any questions and correspondence concerning Copycards should be submitted to our Business Office at PO Box 400728, or e-mail to [copycard@virginia.edu](mailto:copycard@virginia.edu). Thank you for your business!