



Pre-printed or Customized Conference

Sponsoring department/organization please complete the form and submit to the SandDollar office located in University Center 120 or send via e-mail at sanddollar@tamucc.edu. For processing submit five (5) business days prior to the need by date.

Department Information

Contact Name _____ Phone _____

Department Name _____ Department Account Number _____

Conference/Event Information:

Event Name _____ # of cards needed _____

Event Dates (start) _____ (end) _____ Date Needed By _____

Card Production:

Regular Sanddollar Pre-Printed conference Card (\$1.50 per card plus \$5.00 admin fee)

Customized Name Badge (\$7.00 per card plus \$50.00 Design Set-Up Fee)

**Attach Drawing of Card Layout (For Customized Cards) Total Card production charges \$ _____

Card Options: (Select One)

Event/Conference Card (*IDT actual usage*)
*Cards are single issue and may not be reused

Organization Card
*Preloaded declining balance
\$50 increments only

Add plan:

Plan 2 \$ _____
All Services (anywhere the SD is accepted) Amount per card

Amount per Card \$ _____

Plan 45 \$ _____ (\$50 increments only)
Food only on campus (all dining locations) Amount per card

The Sanddollar Department is not responsible for any transactions that occur on a lost or stolen conference card. To report lost or stolen cards please contact the Sanddollar office immediately. By signing this form of acceptance you agree that you are authorized to request the funds on behalf of the department listed and responsibility for ensuring proper usage.

SIGNATURE OF ACCEPTANCE

X _____ Date: _____

Card Picked Up By: _____ Date _____

FOR SANDDOLLAR OFFICE USE ONLY

Number of cards issued _____ Card numbers Issued _____ - _____

Date Cards are Completed _____ Completed By _____ IDT Date/By _____