

North Carolina A&T State University
AGGIE ONECARD OFFICE
SPECIAL PROGRAM CARD APPLICATION

Hines Hall, Room 109 | Greensboro, NC 27411 | Phone (336) 334-7114 | Email: card@ncat.edu

GROUP INFORMATION *(Please do not use abbreviations on this form)*

Department Name: _____
Name of Camp, Conference, or Program: _____
Contact Person: _____ Contact Number: _____ Email: _____
Campus Address: Building _____ Room # _____
Start Date: _____ End Date: _____ # of Participants _____

PARTICIPANT LIST

- Please forward a list of participant names, including staff/ chaperones/ counselors, in an Excel spreadsheet to card@ncat.edu. First and last names should be in two separate columns. **Do not include social security numbers**

<u>Example: Last Name</u>		<u>First Name</u>
Smith		Aaron
Garcia		Victoria

METHOD OF PAYMENT

- **All orders must be paid in FULL before card production can begin.**

Cost per card - \$3.00

Summer Template – No Charge

Special Design - \$35.00 (One time charge)

On Campus Vendors: Journal Entry _____ Fund/Acct. Number _____

Off Campus Vendors: Visa ___ Master Card ___ AMEX ___ Discovery ___ Cash/MO ___

ACCESS REQUIREMENTS

- **Cards will NOT be programmed until Housing & Residence Life confirms your housing assignment.**

For dining services, please contact Sodexo at soundrajones@sodexo.com

PHOTO RESERVATIONS

- Please list 2 preferred reservation dates for photos to be taken. Final photo reservation date/location will be confirmed by Aggie OneCard Office. **Photos will be taken Monday-Friday 9a-3p.**

1. Date _____ Time _____ 2. Date _____ Time _____

PLEASE NOTE:

- ALL applications should be submitted three (3) weeks prior to start date of camp/conference.
- Lost/Stolen cards should be reported to the Aggie OneCard immediately for deactivation. To report missing cards after 5pm, please contact University Police Department dispatch at (336) 334-7675. The lost card replacement fee is \$5.00 per card.

Name _____ Signature _____ Date _____