**University of North Alabama Department Copy Card Policies**

To Receive a Department Card:

1. A University of North Alabama Department Copy Card Agreement must be signed by person receiving the card, as well as, the Department Dean, Director, or Department Head

2. The Department Dean, Director, or Department Head authorizing the card must notify the Mane Card office of the monthly allowance allowed for the card.

3. An Intra-Campus Requisition must be sent in the amount of Five Dollars ($5.00) per card.

Lost Cards:

1. Report a lost card to the Mane Card office immediately.

2. Replacement cards are Five Dollars ($5.00) and are to be paid via Intra-Campus Requisition

\*Important\*: Before leaving the department in which card was assigned to, the Department Card must be turned into the Mane Card office. Human Resources notifies the Mane Card office when an employee’s employment is ending and we must notify them of any outstanding cards. Employees must turn in their Department Card and Mane Card to receive clearance from HR.