



New Copy Card FAQ

1. What does the new copy card look like?
-see above image.
2. Where can I use the new copy card?
-at any self-serve copier on campus and any of the seven copy shoppes.
3. Where do I go to order a new card?
-the MavCard Office
4. Where do I go to refill my card with funds?
-the MavCard Office
5. What was wrong with the old copy card system?
-the company went out of business in 2001 which caused difficulties in service and support. The cards were not reliable.
6. What do I do if I lose my card?
-call the MavCard office so it can be deactivated and a new one can be issued. (new cards cost \$5.00)
7. Can I use this card for personal use?
-no, your personal MavCard should be used for personal copying. Funds can be added on MAVCASH.

More Information

- The new copy cards can only be used at the self-serve copiers and copy shops. They will not work in any other vending readers on campus.
- The value on the card is in dollars and not prepaid copies. This means you can use the card for other services in the Copy Shoppes such as color printing, binding, faxing, etc.
- Special forms have been created for issuing new cards and refills. This form can be picked up at the MavCard Office or at any of the 7 campus Copy Shoppes.

*See back side for example of form.



Final Copy Card Conversion

Wednesday, September 24th

8:00-12:00

1:00-4:00

8/08

MINNESOTA STATE UNIVERSITY MANKATO
REQUEST FOR DEPARTMENT COPY CARD

Date of Request

Card Request Information

Card Issued to:

First Name

Last Name

New Card Yes No

Amount Requested \$

An additional \$5 charge will be processed for each new or replacement card. *Maximum amount on card cannot exceed \$500.00

Cost Center Tech ID of Cardholder

Department Department Phone Number

Person authorized to pick up card if not cardholder:

Authorized Signature (individual who is responsible for cost center)

For MavCard Office Use Only

Tech ID Confirmed Yes

Customer Number

Card Number

Date Printed MavCard Staff Initials Date Funds Added MavCard Staff Initials

Cards Released to

First Name

Last Name

Signature Confirming Receipt of Requested Card Date

New cards will be generated in 4 business days or less.

A member of the Minnesota Colleges and Universities System, Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University. This document is available in alternative formats to individuals with disabilities by calling the MavCard Office at 507/259-1207 (T), 800/657-3529 or 711 (MSU/STU). Distribution: Gold - Buying Department; Yellow - MavCard Office; Pink - Photocopying Office; White - Business Services, VAR236

(Above: Sample of form used to request new copy cards and/or refills)

Please bring your old copy card(s) with you to the MavCard Office on the date listed above so the appropriate credit(s) can be applied. All copy card conversions will be conducted at the MavCard Office in the Student Union. Please call the Copy Shoppe Desk at 389-2702 if you have any questions or check out: www.mnsu.edu/printing/copy/copycard.pdf

To-Do List for New Copy Cards and Refills

- Fill out **REQUEST FOR DEPARTMENT COPY CARD** Form completely. Forms can be picked up at any Copy Shoppe, the MavCard Office, and Copy Shoppe Office. Authorized Signatures are needed on these forms. Departments will be charged \$5.00/card to cover set up and printing costs.

- Please have the cost center filled out on the form along with the Tech-id of the staff member that will be issued the copy card. Please bring completed form to the MavCard Office to pick up your new copy card. Please allow 2 business days for the card to be come active. An e-mail confirmation will be sent to the cardholder.

REFILL INFORMATION:

- To add additional funds, please bring your card with you to the MavCard Office and check "NO" under the new card section of the **REQUEST FOR DEPARTMENT COPY CARD** form. Cards can have a maximum value of \$500.

Feel free to check out the following link for additional info:

www.mnsu.edu/printing/copy/copycard.pdf

Or call the Copy Shoppe Office at 389-2702.

