



### Pre-printed or Customized Conference

Sponsoring department/organization please complete the form and submit to the SandDollar office located in University Center 107 or send via e-mail at [sanddollar@tamucc.edu](mailto: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 (\$1.25 per card plus \$5.00 admin fee)
- Customized Name Badge (\$3.00 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
- Add plan:**  
Plan 4 \$ \_\_\_\_\_  
All Services (anywhere the SD is accepted) Amount per card
- Plan 12 \$ \_\_\_\_\_  
Food only on campus (all dining locations) Amount per card

- Organization Card  
\*Preloaded declining balance
- 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 \_\_\_\_\_