



AN HONORS UNIVERSITY IN MARYLAND

Campus Card and Mail Services

University of Maryland, Baltimore County
1000 Hilltop Circle
Baltimore, MD 21250

PHONE: 443-612-2273

FAX: 410-455-2828

VOICE/TTY: 410-455-3233

WEB: www.umbc.edu

TO: All D-Cardholders and D-Card Supervisors
FROM: Campus Card Office
RE: New Procedure to Request Funds for Your D-Card
DATE: July 12, 2012

Effective immediately for FY13, the procedure for adding funds to your D-Card has just become more convenient. You no longer need to prepare a JE and walk it over (or mail it via campus mail) to the Card office. The process can now be completed online. To add funds to your Departmental Card (D-Card) you should submit a RT (Request Tracker) Ticket. Just follow the steps listed below:

- 1) Login to your **MyUMBC** account
- 2) Click on the **Help tab**
- 3) Select **Request Help**
- 4) Under the **Billing and Personal Finances** topic page, select **Campus Card**
- 5) On the Subject Line type in your Dcard number (e.g.,DCRD90000)
- 6) Under **CCMS-Request Type** select **Campus Card ID**
- 7) Under *Describe the Issue Below* include the amount to be added to the DCARD, and the chart string that you wish the funds to be drawn from.
- 8) Once the description is completed, click on the **Create Ticket** button

Campus Card will prepare the JE using the chart string you provide. The chart string must be a valid chart string for your department. Please allow one business day for the funds to be deposited. You will receive a copy of the JE, which we submit to the Financial Reporting office, for your records.

RT's will only be accepted from the D-Cardholder and/or D-Card Supervisor.

Please contact the Campus Card Office if you have any questions at X2-2273.