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.