



A N H O N O R S U N I V E R S I T Y I N M A R Y L A N D

Campus Card and Mail Services

University of Maryland, Baltimore County
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TO: All D-Cardholders and D-Card Supervisors
FROM: Campus Card Office
RE: New Procedure to Request Funds for Your D-Card
DATE: July 17, 2014

Effective immediately for FY15, 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) Go to our website: campuscard.umbc.edu
- 2) Click on the 'Support' tab
- 3) Select 'General Inquiries'
- 4) On the Subject Line type in your Dcard number (e.g.,DCRD90000)
- 5) Under **Request Type** select **Campus Card ID**
- 7) Under *Message* include the amount to be added to the DCARD, and the chart string and account that you wish the funds to be drawn from.
- 8) Once the description is completed, click on the **Submit** 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.