



CLEVELAND STATE UNIVERSITY
Vikingcash Application

IMPORTANT - READ TERMS AND CONDITION ON THE BACK BEFORE SIGNING!

CSU ID #: _____ (seven digits)

STATUS: FACULTY/STAFF _____ STUDENT _____ CONTRACTOR _____

FIRST NAME: _____ LAST NAME: _____

AMOUNT of Vikingcash ADDED: \$ _____

Method of payment:

Credit Card: _____ Check: _____ Cash: _____

Faculty/staff only: Single Payroll Deduction: _____ Automatic Payroll Deduction: _____
(Please complete employee information below)

SIGNATURE: _____

DATE: ____/____/____

AUTOMATIC PAYROLL DEDUCTION EMPLOYEE INFORMATION

(Check one) SALARIED FACULTY/STAFF _____ HOURLY STAFF _____

Amount of Vikingcash to be added to your Vikingcash account via automatic payroll deduction:

\$ _____ (\$5.00 minimum)

Deductions for the amount specified above will occur automatically each pay period.

Campus phone #: _____

EMAIL ADDRESS _____

(Required for notification that Vikingcash has been added to your account)

Office Use only:

Staff initials: _____ Location: Cashiers _____ VCO _____

White: Location Pink: Cardholder

AUTOMATIC PAYROLL DEDUCTION – POLICIES AND PROCEDURES

- The minimum payroll deduction is \$5.00 per pay period.
- Deductions for the amount specified above will occur automatically each pay period.
- This authorization is to remain in effect until the CSU Payroll Department has received written notification from the employee to cancel the automatic deduction.
- Cash withdrawals cannot be made from Vikingcash accounts. Refunds are available upon separation from the University (subject to an administrative fee).
- A complete record of your Vikingcash account history can be accessed at the Online card office www.csuohio.edu/services/vcard/olco

Vikingcash - TERMS AND CONDITIONS

- **Cash withdrawals cannot be made from Vikingcash accounts.**

Vikingcash balances are non-refundable or transferable unless the following conditions are met (subject to an administration fee):

1. **Damaged Cards:** Immediate transfer of the remaining value from a damaged card to the new card will be made. The damaged card must be relinquished to the card office.
2. **Lost/Stolen Cards:** The balance will be transferred to the new card upon re-issuance. If found, the old card must be relinquished to the card office.
3. **Separation from CSU:** Balances of \$10 or more may be refunded when an individual officially withdraws from CSU, graduates or terminates employment. The cardholder must have proof of separation from Cleveland State University when applicable. Cardholders with balances less than \$10 are encouraged to purchase goods or services on campus with Vikingcash. Accounts with nine months of inactivity will be closed and balances above \$10.00 will be refunded to the cardholder.

- **For lost and stolen cards:** if the card is reported lost to the Viking Card Office 216-875-9888 or www.csuohio.edu/services/vcard/olco it is immediately deactivated and the funds are instantly protected against unauthorized use. There is a service charge to replace the Viking Card and at time of re-issuance the account balance will be applied to the new card. Until a card is reported lost, liabilities incurred on or with the card are the responsibility of its rightful owner. The University is not liable for financial or criminal repercussion associated with the fraudulent use of the Viking Card.

- **Vikingcash Statements:** The University will provide statements detailing account activity upon request. Requests are to be made at the Viking Card Office MC 112 in person. Complete account transaction information can be accessed at www.csuohio.edu/services/vcard/olco. No account information will be given over the phone.

- Cardholder acknowledges that by depositing money to the Vikingcash account & by designating such money to be available for the university to provide Blackboard Inc. with Directory data for the purpose of promoting the card program & providing information and offerings of product and services