

NEW YORK UNIVERSITY
NYUCard Services
244 Greene Street, 8th Floor
New York, NY 10003
Telephone: 212.443.CARD, #2 • Fax: 212.995.4531

COPY CARD REQUEST FORM

Type of Request: Departmental Faculty/Admin

Quantity of Copy Cards _____

Dollar Amount of Each Card: _____

NYU Account # to be Charged: _____

Requestor's Contact Information

Department Name: _____

Requestor's Name: _____

Street Address: _____

City / State / Zip: _____

Contact Information:

(Note: Contact person must present an NYUCard in order to pick up copy cards)

Full Name: _____

Telephone Number: _____

E-mail Address: _____

Note: Our office can't send copy cards via interoffice mail due to the monetary value placed on cards.

NYUCard services will notify the contact person when the copy cards are ready for pick-up. Please pick up cards at the NYUCard Services Office located at 244 Greene Street, 8th Floor.