# DEPARTMENT RED HAWK DOLLARS REQUEST FORM

<table>
<thead>
<tr>
<th>Existing Dept. Red Hawk Dollars Accounts</th>
<th>New Dept. Red Hawk Dollars Account Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Name: ____________________________</td>
<td>Name of Dept. On Card: ___________________</td>
</tr>
<tr>
<td>Card Number: ___________________________</td>
<td>Card Number: ___________________________</td>
</tr>
</tbody>
</table>

| Amount: ____________________________ | Requestor: ___________________ Ext. ______ Department: ___________________ |
|--------------------------------------|-----------------------------|-----------------------------|
| Justification: ______________________|                             |                             |

- Deposit to department card
- Deposit according to roster or as listed in Justification area

(Roster in Excel format: first name, last name, CWID # - no “M”, $ amount each in separate columns. Include with Journal Entry)

## Instructions:

1. All Department Red Hawk Dollars requests must be processed through a Journal Entry in FMS.
2. Attach this form to the Journal Entry in FMS.
3. Upon approval in FMS, an email will be sent to requestor and fiscal agent after the funds are posted to the department Red Hawk Dollars card.

### FMS Credit (negative amount):

- Fund = 90
- Department Description = Red Hawk Student
- Dept ID = 9980500
- Account = 42142

### Journal Entry # ____________

(RHS OFFICE USE ONLY)

The cardholder agrees to use and maintain the University issued Red Hawk Dollars Department Card to access department funds for payment of goods/services at participating locations in compliance with Montclair State University Handbook and policies, and State Uniform Code of Ethics. [https://www.montclair.edu/human-resources/policies-and-procedures/code-of-ethics/](https://www.montclair.edu/human-resources/policies-and-procedures/code-of-ethics/)

Each department fiscal agent is responsible to designate who is permitted to use the department’s Red Hawk Dollars Card and ensure that all purchases are in compliance with the Montclair State University purchasing rules and NJ State Uniform Ethics Code.


Failure to comply with the spending guidelines using the Red Hawk Dollars Department Card is considered unauthorized use of University funds and may lead to disciplinary action. Montclair State University will seek reimbursement for any inappropriate or unauthorized purchases made with the card.

Questions regarding eligible usage for purchases should be directed to the University Ethics Liaison Officer.