

PAW PASS ORDER FORM



To place an order for Paw Passes, you may stop in our office to pay with cash/check or you can request a funds transfer from your department

Please let us know how many you would like: _____

What dollar amount will be on EACH card: _____

Please let us know when you need them: _____

Department: _____

Cost Center number: _____

GL#: _____

Department contact person(s): _____

Reason for request: _____

Signature _____ Date _____

**Paw Passes are NOT to be used by departments for food, restaurants, groceries, catering, or office supplies. Paw Pass increments cannot exceed \$25 each*

Below is the Funds Transfer request instructions/information:

Email your funds transfer request to Heather Klotz @ klotz@kutztown.edu and copy Denise Weaknecht @ weaknech@kutztown.edu .

Card Office Fund Center # 4513041735 GL# 216000