MONTCLAIR
STATE UNIVERSITY

DEPARTMENT RED HAWK DOLLARS REQUEST FORM

Existing Department Red Hawk Dollars Accounts

Card Name:

Card Number:

New Dept. Red Hawk Dollars Account Request

Dept. Name to be displayed on the card:

Card Number:

(RH$ OFFICE USE ONLY)

Amount:

Requestor: **Ext.** **Department:**

Justification:

☐ **Deposit according to roster.** (All student recipients must be listed in an **Excel** spreadsheet: CWID # - no "M", last name, first name, $ amount each in separate columns) Attach it to the Internal Service Delivery request. PDFs are not accepted.

☐ **Deposit to department card** (All Red Hawk Dollars on department cards are Red Hawk Student tender)

Red Hawk Dollars (select one)

- ○ **Red Hawk Student** (students and department cards only)
- ○ **Red Hawk Other** (faculty\staff only)
- ○ **Red Hawk Restricted** (student use in Follett Bookstore and eFollett website only

Card balances can be obtained at Dining Services cash registers or email rhd@montclair.edu

Updated Instructions February 2026. Please review:

1) **All department Red Hawk Dollars requests must be submitted through an Internal Service Delivery.**
2) **ISD Item: Student Card - for any student receiving funds**
   Department Card - for any funds being applied to a department card
   ***IMPORTANT Any student receiving funds must be listed on an Excel spreadsheet as this gets reported to Student Accounts**
3) **The Internal Service Provider is "Internal Expense Red Hawk Dollars SC0362".**
4) **Attach this completed form to the Internal Service Delivery. All student recipients must be listed on an Excel spreadsheet. Do not list names in the justification field. ISD will be sent back if students are not listed as instructed.**

The cardholder\user 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://inside.montclair.edu/current-employees/code-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.

Spending must be in accordance with Montclair State University rules (University Employee Handbook, University Policies and Procedures, Purchasing Card Program Manual, NJ State Code of Ethics Guidelines). Red Hawk Dollars Department Card purchases are not permissible for personal use.

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.