Individual will be required to pay if departmental billing information (SpeedType or ChartString) and departmental approval is not completed. No refunds or adjustments will be given if individual brings departmental billing information after paying for ID or if wrong card type is requested.

**$15.00 upgrade REQUIRES turn-in of old card, no exceptions.**

**Departmental Billing Information:**
- SpeedType: ____________________________
- Department ID: ____________________________
- Fund: __________________ Program: __________________
- Class: __________________ Chartfield 1: __________________
- Project ID: __________________
- PCBU: __________________ Activity: __________________

**Departmental Approval Information:**
- Printed Name of Approver: __________________
- Signature of Approver: __________________
- Approver MyID: __________________
- Approver UGA Email: __________________
- Approver Phone: __________________
- Person To Send Bill To: __________________
- Billing Contact’s UGA Email: __________________