

# Custodian Change Form for Student One Cards

Email: [OneCard@umsystem.edu](mailto:OneCard@umsystem.edu)

☐

Columbia

☐

KCity

☐

Missouri S&T

☐

St. Louis

Date of Request: \_\_\_\_\_

Name as Shown on Student Card: \_\_\_\_\_

Last 4 Digits of Card Number: \_\_\_\_\_

## Current Custodian Information

Current Custodian: \_\_\_\_\_

(Print Name)

\_\_\_\_\_  
(Signature) If not available, write NA

(The Current Custodian's Employee ID & contact information will now be removed from this Student Card)

## Replacement Custodian Information

Replacing Custodian: \_\_\_\_\_

(Print Name)

Employee ID: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Email: \_\_\_\_\_

I certify that as a Custodian, I have completed the required trainings (if necessary at this time) and I fully understand the policies and procedures associated with accepting this card.

As the Card Custodian, I will secure each Student One Card when not in use. Prior to releasing a Student One Card, I will inform student of policies, procedures, and card limits. I will track the checkout and use of the One Card by students and ensure that required Documentation has been obtained for each transaction.

**By signing this document you agree to all the terms and conditions of the Student One Card listed above.**

\_\_\_\_\_  
(Replacement Custodian Signature)

## Financially Responsible Individual (FRI) Approval

The Financially Responsible Individual (FRI) is the person designated at the Level 3 College/School/Division, and can be identified in MIS Web APPS> FIN Finance Structure. This form will not be accepted if sent by anyone other than the FRI on record. The FRI is responsible for communicating changes to his/her cardholders' accounts.

\_\_\_\_\_  
Financially Responsible Individual's Signature

\_\_\_\_\_  
Financially Responsible Individual's Printed Name