



New Interdepartmental Billing (IDB) Card Payment Process

The new IDB card payment process is expanding to **Animal Resource Centre** located at Foothills campus. The go-live date for this center is May 1, 2018.

goods or services in the specified IDB centers.

As with a regular debit card every time you order from the center you will be asked to swipe your card and enter the assigned personal identification number (PIN). **Note: Providing the card and PIN to other members of your team constitutes approval for the purchase of goods / services charged on the card.** As the named cardholder /authorized user of the card, you will be responsible for all charges incurred on the card upon its use.

Frequently Asked Questions

- **Which IDB Centers are part of the IDB Card Payment System?**
 - Engineering stores: since December 8, 2015
 - Chemstores: since January 6, 2015
 - Distribution Services at Foothills campus: As of July 26, 2016
 - Animal Resource Centre: As of May 1, 2018
- **Who is authorized to be an IDB Cardholder?**

Only the project _____ on the research accounting website. The card will be issued within 5

business days. Email the complete form to finance@ucalgary.ca.
Link to form: <http://www.ucalgary.ca/finance/files/finance/ra-idb-card-form.pdf>

- **Can I share my PIN number with students or lab members?**

Providing the card and PIN to other members of your team constitutes approval for the purchase of goods / services charged on the card. As the named cardholder /authorized user of the card, you will be responsible for all charges incurred on the card upon its use.



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