

Statement of Disclosure for Cardinal Cash

What is Cardinal Cash

Cardinal Cash is a campus administered prepaid declining debit account accessed on your Campus ID. All Plattsburgh State ID card holders have a Cardinal Cash account. All it takes to activate the account is a deposit. There are no service fees or charges for card holders and because it is a prepaid account, overspending is nonexistent. To minimize potential loss to account holders, campus vending machine purchases are limited to \$10.00 per day. This optional account rolls over from semester to semester. Cardinal Cash is accepted universally on campus and at a variety of locations off campus.

Cardinal Cash Transaction History

Your account transaction history is available on line 24/7 at www.plattsburghcas.com, click on Cardinal Cash, then Manage Your Account.

Accessing Cardinal Cash Information

In order to access your account information it will be necessary for you to register. Follow the instructions at www.plattsburghcas.com, click on Cardinal Cash, then Manager Your Account.

Cardinal Cash Account Information Disclosure Policy

Information regarding your Cardinal Cash account may only be disclosed to third parties when necessary to complete, investigate or verify specific information or transaction(s). Personal information will only be disclosed in accordance with SUNY Plattsburgh policies and procedures. (For Plattsburgh State policies regarding the Family Educational Rights and Privacy Act (FERPA) go to www.plattsburgh.edu/policies/privacy/ferpa/students.php.)

Procedures Regarding Lost, Stolen or Damaged ID Card

If your ID card is lost or stolen, deactivate it immediately (see process at www.cardinalcard.com). Once your card is deactivated, no one will be able to use it. Due to security issues, if you find your card, it will be necessary for you to come to the CAS offices in Clinton Dining Hall to reactivate it. CAS cannot reactivate ID cards over the phone or via email. After purchasing a new card, your old card, if found, cannot be used or reactivated and should be destroyed. If your card has been lost after CAS business hours, you must go to the Housing Office or University Police to obtain a temporary card that will allow you access your dorm. (Temporary cards are activated for a limited amount of time. Contact the Housing Office for details). In order to dine, you may sign in for meals at Clinton or Algonquin Dining Halls only. (This option is available to you for a limited time. Contact CAS for details). If you are unable to locate your card you must purchase a new card at CAS.

***Procedures Regarding Unauthorized Account Use**

Where a signature is required for a Cardinal Cash purchase, it is the card holder's responsibility to sign and receive a receipt for that purchase. The card holder agrees to verify all Cardinal Cash purchases against their account transaction history in a timely manner.

*If you suspect an unauthorized transaction:

- The card holder agrees to notify CAS immediately (within 30 days) of any suspected unauthorized transactions
- Upon notification, CAS will investigate and if deemed necessary, report the transaction to University Police (UP)
- If applicable, UP will conduct an investigation and notify CAS of the findings
- CAS will notify the card holder of the investigation findings
- If the transaction is deemed unauthorized, the funds in question will be reimbursed to the card holder's Cardinal Cash account (with the exception of the \$10 per day vending machine purchase limitation and any administrative charges deemed appropriate by CAS)

***Reporting Unauthorized Use**

Before contacting CAS regarding any suspected unauthorized transactions, please have the following information available:

- Your name, address, email address and phone number
- Date of suspected unauthorized use
- Dollar amount of suspected unauthorized use

Cardinal Cash Account Refunds

Cardinal Cash account refunds, with a balance greater than \$10.00 will be initiated under the following circumstances;

- Upon student withdrawal or separation from the university
- Upon faculty/staff request
- Upon achieving graduation eligibility
- Account inactivity for a year or more
- Upon student request for full or partial balance(limited to one transaction per semester)

Requesting a Refund

- Call or come into the CAS offices in Clinton Dining Hall
- CAS will determine how the funds were deposited and refund accordingly
- For additional information regarding refunds, please contact CAS at 518-564-2035

Rules and Regulations

- No interest or other earnings will be paid to your Cardinal Cash Account
- Cardinal Cash is non-transferable
- Cash withdrawals cannot be made from your Cardinal Cash account
- The purchases are prohibited with Cardinal Cash; alcohol, tobacco, items perceived as drug paraphernalia, weapons of any kind, body altering procedures (such as tattoos and piercings), gift certificates and lottery tickets.