

# FlexCash: What you need to know!

## Hints and guidelines for using your ID for vending, laundry, meals, and retail food purchases

### Types and Usage

BOARD FlexCash is included with all meal plans and is valid for the semester (it does not carry over to future semesters). BOARD FlexCash can be used in any foodservice facility (all retail locations, as well as Prospect dining hall), vending, and laundry facilities.

CAMPUS FlexCash may be purchased by any staff member or student and is valid as long as the person is actively associated with PSU. CAMPUS FlexCash can be used in the same locations as BOARD FlexCash as well as select campus copy machines (available Dec. 2007) and at the campus book store (late spring 2008).

### Buying FlexCash

There are 2 cash value stations located on campus. One is located in the HUB (conveniently located right next to an ATM) and the other is located in the Center Lodge. At these stations, using your PSU ID, cash can be used to add Campus FlexCash to your account in any amount and can be accessed immediately.

The Sodexho Administrative Office (located off the loading dock in Prospect Hall) and any Sodexho cashier on campus can accept a credit card, check or money order, either in person, on the phone (602-535-2710) or through the mail for amounts of \$50 or more. Sorry, we cannot accept cash or orders less than \$50. For orders less than \$50 and cash purchases please use one of the 2 Cash Value Stations.

### Lost / Replacement IDs

Students should take proper precautions to safe-guard their ID card. Treat your ID like you would your ATM or credit cards. Lost or stolen IDs should be reported to the ID Center as soon as possible so they can be replaced. Once the new ID is validated, the old ID can no longer be utilized. Typically an ID is validated within a few hours of it being issued; however, on some occasions it can take as long as 24 hours. During this period the ID can still be used at the dining hall and retail operations but it's functionality is disabled at vending and laundry areas. The University is not responsible for any misuse of your ID card.



### IDs are NOT Transferable

Use of another individual's ID card, even with their permission, is against University policy and shall result in disciplinary action. The owner of the ID is responsible for its security and proper use. Students are required to have a student ID in order to utilize their meal plan or FlexCash.

### Offline Situations (Network Outages)

The systems that manage FlexCash are dependent upon the stability of the PSU data network. Vending and laundry equipment in an area where a network outage occurs will show an OFFLINE message. Laundry equipment and Cash Value Stations cannot operate in an OFFLINE mode and therefore would not be available for use. Note that vending machines still accept money even if they are in a mode where they cannot accept FlexCash.

### 5% FlexCash Discount (Retail Operations)

As of this time, FlexCash users will receive a 5% discount on their total sale at any of the campus retail foodservice operations....so it pays to buy and use FlexCash!

### Questions:

Residential Life and Dining Services  
reslife@plymouth.edu