

Declining Balance Card Office and Contact Information

Submit a Funding Request:

<http://finance.wfu.edu/declining-balance-card-funding-request>

Declining Balance Card Program Admin:

Amy Mohan
336-758-4414
dbcards@wfu.edu

Procurement Card Administrator:

Eudora Struble
336-758-2414
pcard@wfu.edu

Online program information (at The Link):

<https://wfu.collegiatelink.net/organization/DBcard>

Billing Address for Cards

PO Box 7658
Winston Salem, NC 27109

Declining Balance Card Program Office Location:

(Pick up cards, drop off completed cards and receipts, drop in office hours)

Benson University Center Room 139
Office of the Dean of Students
Check in at Student Reception Desk

Declining Balance Card walk-in office hours:

Monday-Thursday, 4:00 – 5:00 PM

Students unable to come during the above hours should email dbcards@wfu.edu for an appointment.

Who to contact for declines or lost/stolen card:

Monday-Friday 8:30 AM – 5:00 PM - DB Card Admin, Amy Mohan

After Hours (for those traveling with DB Card only, all others contact during office hours):

Procurement Card Administrator, Eudora Struble