

Facilities Services staff FREDCard procedure change.

Starting Wednesday, July 1, 2009 the new procedure for all Facilities Services Staff in reference to their FREDCard is as follows:

If you need a **reprint** or **replacement** card, you will need to report to the FSA office in Gregory Hall.

- If your card is worn out, cracked or broken, you ask for A **reprint**. There is not a fee for a reprint as long as you present your old card when asking for a reprint.
- If you lose your card, you will need a **replacement** card. Your first replacement card is free. After that, there is a \$15.00 fee.

Special note to TRADES staff: When trades staff receive a new card they will need to bring the card to Mike Jackino to have the card encoded to grant access to the bedroom doors at University Commons.

[Click here to visit a web site with valuable information about your FREDCard](#)

Below is some general information about **FREDCard Services**

Service	Information
Identification	Your FREDCard is used as a form of photo identification used by SUNY Fredonia.
Door Access Card	Your FREDCard may be required to gain access through various doors around the SUNY Fredonia campus.
Library Card	Your FREDCard is your library card and must be presented to check out materials from the Reed Library .
Vending Purchases	Money in your FREDFunds account may be used to purchase products from any of the vending machines located throughout the SUNY Fredonia campus. A wide variety of 20oz. soft drinks, snack, hot beverage, cold food, Gatorade®, and bottled water machines are available.
Photocopy Purchases	Money in your FREDFunds account may be used to pay for photocopies at copying machines located in Reed Library , Gregory Hall, Williams Center, and Media Center.
Campus Community Bus	Your FREDCard will be used as photo identification when boarding the campus community bus.

Q: How much does my FREDCard cost?

A: Your initial and first lost FREDCard are provided to you free of charge; After that there is a \$15.00 replacement fee.

Q: Where can I get a replacement FREDCard if I lose mine?

A: You can obtain a replacement FREDCard from the FSA Office in Gregory Hall

REMEMBER: Your FREDCard is like a key that is linked to you. Please be responsible and keep it safe.

Lost cards must be reported to the FSA office immediately.

FREDCards should never be left unattended.

Do not give your card to anyone else to use.