



CAMPUS CARD REQUEST FORM

Buff OneCard Office, N180 Center for Community

Requesting Department	
Department Contact	
Request Date	
Telephone	
Campus Box	
Speed type (if dept paying)	
Dept Authorization Name*	
Dept Authorization Signature	

*Dept authorization can be the appointing authority, dept head, director or chair

REQUEST FOR GUEST/AFFILIATE ID CARD - \$5.00 ea

Requesting Dept authorizes the listed guest/affiliate to be issued a Campus Guest card. Guest or affiliate needs to present a photo ID like a driver's license or passport for verification. This card does not come with a bus pass. If more than one guest card is needed a list of names may be submitted along with this form.

Guest Name	
Guest Title	
Expiration (12 months or less)	
Payment – circle one	Guest pays or Dept pays

REQUEST FOR DEPARTMENTAL DOOR ACCESS CARD - \$5.00 ea

Requesting Dept is responsible for securing, storing and logging of all cards issued from this request. This is a non-photo card.

Quantity	
Date needed by	
Wording on Card	
Payment – circle one	Speed type: IN
Expiration date	
Date produced:	Card numbers:

REQUEST FOR DEPARTMENTAL PRINT CARD - \$5.00 ea

Requesting Dept is responsible for securing, storing and logging of all cards issued from this request. Future deposits to cards can be made online at BuffOneCard.com.

Quantity	
Amount of Deposit	
Date needed by	
Payment – circle one	Speed type: IN