



## **Temporary Department Card Request Form**

To obtain a temporary department card from Campus Card Services, please complete this form and submit the form to Campus Card Services (CB 1055, Fax: 5-4402 or email to [campuscard@wustl.edu](mailto:campuscard@wustl.edu)). The temporary department card is created to aide departments in granting temporary access to spaces within the department's jurisdiction.

Once the form has been received, a Campus Card Services staff member will contact you to arrange for pick-up. Please allow two weeks for card orders to be processed. Temporary cards cost \$10.00 per card. For questions, please call Campus Card Services at (314) 935-8800.

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**Department Name (to be printed on card)**

**Dept. Billing Code**

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**Department Building Liaison Name**

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**Department Building Liaison Phone Number**

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**Building Access Needed**

**# of cards**

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**Expiration Date of Card (Max of 2 years)**

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**Department Building Liaison Signature**

**Date**

Please allow two weeks for card orders to be processed.