



Temporary Department Card Request Form

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

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

Please allow two weeks for card orders to be processed.

Department Name: _____ **Department Billing Code:** _____

Program/Department Name (to be printed on card): _____

Number of cards needed: _____ **Building Access needed:** _____

Activation Date: _____ **Expiration Date:** _____

Expiration not to exceed 2 years from date of activation.

Requestor: _____ **Requestor Phone #:** _____

Requestor Signature: _____ **Date:** _____

Department Head Name: _____ **Dept Head Phone #:** _____

Dept. Head Signature: _____ **Date:** _____

ORDER PICKED UP BY:

Print Name: _____

Signature: _____ **Date:** _____

CCS OFFICIAL USE ONLY:

Card Numbers Assigned: _____

Billing Ref: _____ **Access Added:** _____