



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 or email to campuscard@wustl.edu). The temporary department card is created to assist 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.

By signing this form, you agree that you have read and agree to the Danforth Campus COVID-19 Visitor Protocol, available at <https://covid19.wustl.edu/operations/danforth-campus-visitor-protocol-fall-2020/>.

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.

Requester: _____ Requester Phone #: _____

Requester 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: _____