



## 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 (email to [campuscard@wustl.edu](mailto:campuscard@wustl.edu)). Temporary department cards were created to assist departments in granting temporary access to spaces within the department's jurisdiction.

Temporary cards **cost \$10.00 per card**. Once this 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 and ready for pickup.***

Department Name: \_\_\_\_\_ Cost Center #: \_\_\_\_\_

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: \_\_\_\_\_