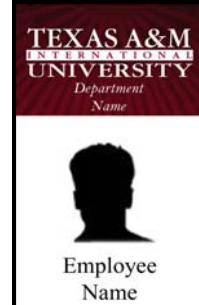


TAMIU Card Services Center

Employee Badge Request

Card Services has a standard badge template that is available to University departments. The cost per badge is \$5 and is payable out of the departments budget account.



Instructions

Please complete the following information and turn-in to the Card Services office located at the University Student Success Center room 131.

<i>Department Name</i>	<i>Department Phone</i>
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Create an Excel spreadsheet with the names of your employees authorized to receive the badge (see sample below). **Email the completed** spreadsheet to onecard@tamiu.edu or turn-in to our office along with this form.

Employee UIN/ Student ID	Name	Name to appear on badge
123456789	John Adam Smith	Adam Smith

Department head signature is required in order for our office to process your request. Please have your department head sign and complete the information below. Department account will be charged for the cost of the employee badges.

<i>Name</i>		<i>Signature</i>	
<i>Date</i>		<i>Department Account</i>	

TO BE COMPLETED BY THE ONECARD CENTER			
Date Received	Order Total	Date Charged to Dept Acc.	Central Store Doc. No.

OneCard Center Copy	OneCard Center Form 2 - 2010 Revised
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