



## Department of OneCard Services

### Campus Center Access Request Form

Only authorized designees are allowed to request access. All access is subject to review. Department of OneCard Services reserves the right to refuse access. Please only request access that's absolutely necessary. Please obtain a BeaconCard in Quinn 2-059 first.

Send completed forms to Campus Center Administration Office in UL 330. If approved, the request will be submitted to OneCard Services and will be activated within 48 hours.

#### Section 1 - Cardholder Needing Access

Last Name:

First Name:

UMS or EMP#:

Cardholder Type:

Access Start Date:

Access End Date:

#### Section 2 - Access Requested

Room #:	UL 120	1300	3000/3100
	UL 320	1400	3300/3400
	1000	2000/2100	4000/4100
	1100	2300/2400	4300/4400

Day/Time	Always	Building Hours	Office Hours
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Check if Needed:  General Building Entrances

#### Section 3 - Department Approval

Approved by:

Signature:

*Name must be authorized staff for your department.*

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CC Approval: