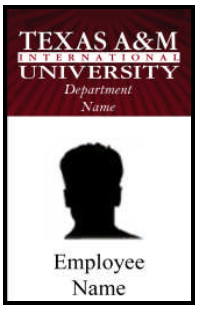
TAMIU *OneCard* Center
Employee Badge Request

The OneCard Center 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 OneCard Center.

Department Name		*Department Phone*	

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.

Name		*Signature*	
Date		*Department Account*	

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 – 2009 Revised