

# Temporary Staff ID Request

**Instructions:**

- Print this page on requesting department letter head.
- Fill out request below. (Please fill out ALL fields)
- Employee must be in the PeopleSoft data base.
- Expiration date must be filled in or it will default to 90 days, date cannot exceed one year. \*
- IDs are \$10.00 which are paid by the department chart string or by the temporary employee.
- Temporary Employee must show a drivers license/government issued photo ID when getting their ID card.\*
- Temporary Employee privilege information can be found on CATcard website. \*\*
- If door access is required fill out a key access request form. \*\*\*

The Department of \_\_\_\_\_ request an ID card for

\_\_\_\_\_  
Please print employee's name as it appears on driver's license or other forms of identification

The employee ID # is \_\_\_\_\_ **(found in employee's PeopleSoft record)**

The expiration date for this position is \_\_\_\_-\_\_\_\_-\_\_\_\_. **This cannot exceed one year.**  
month-day-year

Chair/Manager/ Supervisor Submitting Request \_\_\_\_\_

**Please print**

Chair/Manager/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Temporary ID's are \$10.00 each and can be paid for either by the department or temporary employee.**

Department Chart String

PS Account	Operating Unit	Dept	Fund	Source	Function	PC Business Unit	Project	Activity	Program	Purpose	Property

\*For Policy information click on [http://www.uvm.edu/policies/general\\_html/badge.pdf](http://www.uvm.edu/policies/general_html/badge.pdf)

\*\*For temporary employee privileges click on <https://www.uvm.edu/catcard/catcard-privileges>

\*\*\*For Access fill out access request form: [http://www.uvm.edu/~uvmppd/forms/request\\_for\\_keys.pdf](http://www.uvm.edu/~uvmppd/forms/request_for_keys.pdf)

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