

Mailroom Access Form
for Temporary Workers and Student Organization Members

In order to gain entry into the mailroom, this form must be signed and delivered to the Information Technology Office by the supervisor/organization advisor. Access will be granted through the end of the semester in which this form is presented. Renewals must be completed for subsequent semesters.

Please allow up to 48 hours for the ID card to be activated.

Name: _____

Student ID Number: _____

Work area/organization: _____

By signing below, you understand and agree to:

- Ensure the person named above has a current, working proximity ID card before filing this form;
- Renew access for your student(s), contract worker(s) and/or organization member(s) if necessary;
- Immediately notify the Director of Physical Plant & Technology by email if access needs to be taken away from your student(s), contract worker(s) and/or organization member(s) before the prescribed expiration date. (ie: if terminated, office relocation or

Supervisor Signature

Date

Printed Name