

Vendor/Contractor Badge Request

Instructions:

- Print this page on requesting UVM department letter head.
- Fill out request below. (Please fill out ALL fields)
- **List names of employee as it appears on their driver’s license or other form of picture ID.**
- Expiration date must be filled in or it will default to 90 days, date cannot exceed one year. *
- **IDs are 5.00 each which are paid by the department chart string, or by the vendor/contractor.**
- **Vendor/contractor must show a drivers license or other picture ID when getting their ID card.***
- If door access is required fill out a key access request form. ***

The Department of _____ requests vendor/contractor ID’s for the
UVM Department
 company or corporation of _____.
Name of company or corporation

The expiration date for IDs is ____ - ____ - _____. **This cannot exceed one year.**
month-day-year

UVM Chair/Manager/ Supervisor Submitting Request _____

Please print

UVM Chair/Manager/Supervisor Signature _____ Date _____

Please issue ID’s to the following individuals (please print names as they appear on supporting ID)

- | | |
|----------|----------|
| 1) _____ | 5) _____ |
| 2) _____ | 6) _____ |
| 3) _____ | 7) _____ |
| 4) _____ | 8) _____ |

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

***For Access fill out access request form: http://www.uvm.edu/~uvmppd/forms/request_for_keys.pdf