IDENTIFICATION CARD/ CARD READER APPLICATION

UTHSC CAMPUS POLICE

VAN VLEET BUILDING

3. NORTH DUNLAP

Memphis, TN 38163

##  HOURS OF OPERATION:

##  MONDAY-FRIDAY 7:45 am – 11:00 am & 12:00 pm – 3:45 pm

[ ] FACULTY [ ] STAFF [ ]  STUDENT [ ]  UCH [ ]  METHODIST

EMPLOYMENT STATUS – CHECK ONE:

 [ ]  FULL-TIME [ ]  TEMP [ ]  PART-TIME

 

 Date of Application Date of Employment Date of Birth

 

 Last Name First Name MI Work Number

 Department Position Title Personnel Number

(UT PERSONNEL ONLY)

 REASON FOR ID CARD OR CARD READER ACCESS CHANGE:

 [ ]  New Employee [ ]  Lost [ ]  Damaged

 Applicant Signature Approval Signature Date

 CARD READER DOOR ACCESS REQUESTED

BUILDING & DOOR VALID HOURS IDENTIFICATION CARD/ CARD READER APPLICATION

UTHSC CAMPUS POLICE

VAN VLEET BUILDING

3. NORTH DUNLAP

Memphis, TN 38163

 HOURS OF OPERATION:

 MONDAY-FRIDAY 8:00 am – 11:00 am & 12:00 pm – 3:45 pm

 NAME:

 POSITION:

 DATE OF ISSUE:

**Please read and check to indicate that you have been informed and understand your obligations regarding receipt, loss, and return of your UTHSC identification card and parking placard.**

☐ In the event of my ID card or parking placard loss, I **MUST** report the loss immediately to Campus Police and my supervisor/department, and request that a new ID be issued. I am obligated to assume a replacement cost of $25.00 each time a new ID card or parking placard is issued to me.

☐ Loaning of an ID card or parking placard to anyone or other misuse is **PROHIBITED** and may be subject to disciplinary action and a charge of $25.00 for the return of the confiscated ID card/parking placard or an appropriate replacement.

☐ ID cards/parking placards damaged through fair wear and tear are replaced at no charge. Cards damaged through abuse and/or carelessness are replaced at a cost of $25.00.

☐ As an employee, prior to leaving UTHSC/Affiliates (termination, resignation, etc.),

I must return my UTHSC card(s), to the Human Resources Department or Campus Police. Failure to do so will result in a charge of $25.00 for each.

 APPLICANT SIGNATURE DATE