

ID Badge Authorization Form

Section A: Department Information

Department Name: <input style="width: 90%;" type="text"/> Dept. Contact Name: <input style="width: 90%;" type="text"/> Dept. Contact Email: <input style="width: 90%;" type="text"/> Dept. Contact Phone#: <input style="width: 90%;" type="text"/>	Department Code: <input style="width: 90%;" type="text"/> Fund: <input style="width: 90%;" type="text"/> Account (if not specified, default is 53900 - Misc Supplies): <input style="width: 90%;" type="text"/> Program (if applicable): <input style="width: 90%;" type="text"/>
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| <input type="checkbox"/> Americorps - WCC
<input type="checkbox"/> Bookstore
<input type="checkbox"/> Bowling Green Flight Center
<input type="checkbox"/> Campus Operations
<input type="checkbox"/> Capital Planning
<input type="checkbox"/> Conference and Event Services
<input type="checkbox"/> Classroom Technology Services (CTS)
<input type="checkbox"/> EDHD Student Teacher/Methods
<input type="checkbox"/> EDHD Teacher Educator | <input type="checkbox"/> EDHD University Mentor
<input type="checkbox"/> Environmental Health and Safety
<input type="checkbox"/> Falcon Team Store
<input type="checkbox"/> Information Technology Services (ITS)
<input type="checkbox"/> Office of Design and Construction
<input type="checkbox"/> Package Center
<input type="checkbox"/> State Fire School
<input type="checkbox"/> Student Safety Services
<input type="checkbox"/> Other _____ |
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The following signature authorizes BG1 Plus to charge your department for the cost of a Department ID Badge for the employee(s) listed in Section B. An invoice for the charge will be sent to the department contact listed above.

_____ Signature of Budget Administrator	_____ Printed name of Budget Administrator
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Section B: Employee Information (Employee(s) receiving ID Badge)

Employee Name <input style="width: 90%;" type="text"/> <small>(Attach list if more than one):</small>	Employee BGSU ID# (if applicable): <input style="width: 90%;" type="text"/>
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Please bring this completed form and one of the following forms of identification (Driver's License, State Issued ID, Passport, BGSU ID Card, or a Military Issued ID) to :

BG1 Plus
 112A Bowen Thompson Student Union
<http://www.bgsu.edu/bg1card>
 Phone: (419) 372-4127
 Fax: (419) 372-4364

FOR OFFICE USE ONLY		
Type of ID	Date Produced:	Quantity Produced:
DL		
SID		
PP		
MID	Employee Initials:	Total Cost:
BGID		