

BG1 Card

Department Authorization Form

Section A: Department Information

Department Name: <input style="width: 95%;" type="text"/>	Department Code: <input style="width: 95%;" type="text"/>
Dept. Contact Name: <input style="width: 95%;" type="text"/>	Fund: <input style="width: 95%;" type="text"/>
Dept. Contact Email: <input style="width: 95%;" type="text"/>	Account (if not specified, default is 53900 - Misc Supplies): <input style="width: 95%;" type="text"/>
Dept. Contact Phone#: <input style="width: 95%;" type="text"/>	Program Code (if applicable): <input style="width: 95%;" type="text"/>

Select Campus Affiliation:

<input type="checkbox"/> Faculty/Staff	<input type="checkbox"/> Visiting Scholar	<input type="checkbox"/> Consultant	Other: <input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> Chartwells	<input type="checkbox"/> Campus MultiFaith Alliance	<input type="checkbox"/> Special Appointment	
<input type="checkbox"/> ELS Student	<input type="checkbox"/> ELS Staff	<input type="checkbox"/> Post Doctoral Faculty Fellow	

Employees must have an active employee status before the BG1 Card can be issued. An active BGSU email account must be set up at least one hour prior to obtaining a BG1 Card.

The following signature authorizes BG1 Plus to charge your department for the cost of a BG1 Card for the employee 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

Section B: Employee/Student Information

Employee/Student Name: <input style="width: 95%;" type="text"/>	Employee/Student BGSU ID#: <input style="width: 95%;" 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, 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:
DL	
SID	
PP	Employee Initials:
MID	
OTHR	