

ID Badge Authorization Form

Section A: Department Information

Department Name:

Department Code:

Dept. Contact Name:

Fund:

Dept. Contact Email:

Account (if not specified, default is 53900 - Misc Supplies):

Dept. Contact Phone#:

Program (if applicable):

- Americorps - WCC
- Bookstore
- Bowling Green Flight Center
- Campus Operations
- Capital Planning
- Conference and Event Services
- Classroom Technology Services (CTS)
- EDHD Student Teacher/Methods
- EDHD Teacher Educator
- EDHD University Mentor
- Environmental Health and Safety
- Falcon Team Store
- Information Technology Services (ITS)
- Office of Design and Construction
- Package Center
- State Fire School
- Student Safety Services
- Other _____

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

Section B: Employee Information (Employee(s) receiving ID Badge)

Employee Name
(Attach list if more than one):

Employee BGSU ID# (if applicable):

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	Employee Initials:	Total Cost:
MID		
BGID		