

Staff ID Card Issue Authorisation Form Staff ID Card Issue Authorisation Form

LEVEL 6, ROGER S LEVEL 6, ROGERS Cardholder Details Em	your ID cards	come for your ID card: ter the cardholder's details be ILDING ter the cardholder's details for Enter the cardholder's det Enter the cardholder's de Enter the cardholder's de	Pl au eac T f f f f f f f f f f f f f f f f f f f	Head of Department Authorisation for Staff Identification Card Please complete the appropriate sections and sign this form to authorise issue of the identification card for your member of s For further information, please contact.Customer Services on 22009. Fax ext. 32059. or entail pcb@leeds.ac.uk her information, please contact Customer Services on ext. Fax ext: 32659. Dramater, f @hewh.er.alpplicable yee ID can be found on payslip) in Employee ID number, if known or applicable weedDrame fatter at the fatter of t	o taff.
Cardholder Details		Enter the cardholder's det			
	Employee ID	• • • • • •	É(E	vee ID can be found on paysip) Enter an Employee ID AutoPAcatenown Յեւթեների(eg Dr, I (Employee ID can be found on payslip)	Prof)
De	Departmexterne Title Department	Mr, Mrs, Miss, Ms Dr, Pr omiti		A" for Andrewic stegol ytaff (eg Dr, Prof)	
Card Issue Type Cerd Issue Type Surnation (ie Mr, Mrs, Miss, f			http://www.keplacement card issue before cademic-related staff (eg Dr, Prof)		
Newddard estype	Indicate			v/Replacement card issue below	
NGWrGtanslæs Type	Department		ate New/Replacement card issue below		
ON TO THE SUC	Ext	Ext Indicate New/Replacement card issue below			
Card Issue Type Indicate New/Replacement card issue below					
Please return original card: Utiner Reason Please return original card: A lost/stolen card is recovered Upon receipt or new card					
New Staff Replacement Cards Please return of ginal card					
Original Lost/Stolen Original Care Participation of the Name or Department					
Original Damaget/stolen card istate previous Title/Name/Department) Original Damaget/stolen card istate previous Title/Name or Department					
Cher Beaser • Upon receipt of new card					
Libition an indexemption of the control of the cont					
new barcode will be issued on the replacement card. The new number will require validation at the library. Othero Reconstruction USE ONLY: Ware:					
Tion Be completed by the Diver Nominee of the cardholder is currently a library user, please inform the Library of the loss. A new barced will be issued on the replacement card. The new number will replace of the loss of t					
To be completed by H.O.D. or Nominee only				Date	
Po sitio n: Name:				Card DUDARD PRODUCTION USE ONLY:	
(BlocksCapitals)	(HC	D or Nominee)		Date	
Position:				Card number	
Ext: Signature:				Date	
Oignatale.	[
Ext:					