

BUZZCARD PRODUCTION FORM
PROXIMITY CARDS FOR CAMPUS GUESTS AND SPECIAL PROGRAMS

*This form is used to order BuzzCards for Institute Guests and Program Participants. This form is not to be used for programs coordinated through Georgia Tech Conference Services. Cost for a proximity RFID card is \$30. Cost for a magnetic stripe only card is \$2. **Note: A proximity RFID card is required for all door and gate access privileges, including the Campus Recreation Center.***

Form Instructions: *The sponsoring department completes signed form and submits this form to the BuzzCard Office at least ten (10) days prior to the program start date. If door access is required, the department must obtain gtID#s in advance of form submission. For multiple participants, attach a participant list including name, date of birth, and gtID#, if applicable. A separate form should be submitted for each program session requiring separate enrollment.*

Program Information	Date: _____
Program Name: _____	
Program Dates: _____ to _____	
Participant: (for more than one participant attach list of names, birth dates, and gtID#s)	
Name: _____ Date of Birth: _____ gtID#: _____	
Participant Quantity if more than one: _____	
Door Access Required <input type="radio"/> Yes <input type="radio"/> No <i>(Choose Yes if Parking, CRC, or Building Door access is required)</i>	
Preloaded BuzzCard Funds? <input type="radio"/> Yes <input type="radio"/> No Amount Per Participant \$ _____ Total \$ _____ <i>(Available only if Department provides Project and Account Number Below)</i>	

Sponsoring Department Information

Contact Name: _____ Contact Phone: _____
Department Name: _____ Contact Phone: _____

Party Responsible for Payment

Department
 Project Number to be Charged: _____ Document ID: _____ Account: _____

Project Participants *(This preauthorized form must still be on file in advance at the BuzzCard Office, where participants must provide identification to obtain BuzzCard.)*

Department (Budgetary) Approval _____ Date: _____
(Typed Signature acceptable on electronic submission only if submitted directly by signer)

Cards Picked Up By (Signature) _____ Date: _____

For BuzzCard Use Only

BuzzCard Initials _____ Amount Charged _____ JE# _____
Doc ID _____ Card Sequence Assigned: from _____ to _____