Sponsored Person’s Information

Name: ____________________________

Phone #: ____________________________ Email: ____________________________

Sponsor’s Information

Name of Authorizing Sponsor and Department: ____________________________

☐ Faculty/Staff  ☐ Student

☐ Department

May only sponsor spouse or domestic partner.

If you are sponsoring a visiting scholar, staff, faculty member or researcher, will he/she be entered into Workday? ☐ Yes  ☐ No

There will be an additional $10 fee for requests that are not entered into Workday.

Affiliation

☐ Visiting scholar, staff, faculty member or researcher

ID will not be issued prior to start date listed in Workday.

☐ Vendor or Contractor

Must service campus facilities on regular basis.

☐ Other: ____________________________

Reason for Request

☐ New

Fee of $20 required.

☐ Renewal of Expired Card

Dependents: Fee is $5.

Departments: Replacement fee of $20

Note: If the expired card is not returned, the card is considered lost and subject to the $25 fee.

☐ Stolen

Replacement fee of $25, unless police report is presented.

☐ Lost

Replacement fee of $25.

☐ Damaged

Replacement fee of $25 if damage is not due to natural wear.

Payment Information

☐ Cash

☐ Credit/Debit

☐ Check payable to Carnegie Mellon

☐ Plaid Ca$h

☐ Carnegie Mellon Department Charge

General Ledger Oracle String

Object Code 88015 Funding Source __________ Function ________

Activity ______ Organization ________ Entity ______

Grants Management Oracle String

Project ______ Task ______ Award __________

Signatures

Cardholder Candidate Signature: ____________________________ Date: ____________________________

Authorizing Sponsor Signature: ____________________________ Date: ____________________________

Note: Authorizing Sponsor Signature must match Sponsor Information above.