

The Card Office
Lower Level, Warner Hall, A15
5000 Forbes Avenue
Pittsburgh, PA 15213-3890

Phone (412) 268-5224
Fax (412) 268-5310
E-mail idplus@andrew.cmu.edu
URL <http://www.cmu.edu/idplus>

Please print legibly.

Sponsored Person's Information

Last Name _____ First Name _____

Contact Phone _____ Email Address _____

Sponsor's Information

Name **OR** Name of Authorizing Personnel for Department _____

- Faculty/Staff
Must have Human Resources approval.
- Student
May only sponsor spouse or domestic partner
- Department
If you are sponsoring a visiting scholar, staff, faculty member or researcher, will he/she be entered into the HREM?
__ Yes __ No

Affiliation

- Visiting scholar, staff, faculty member or researcher
- Vendor or Contractor
Must service campus facilities on regular basis.
- Dependent
Age 12–21 only.
- Spouse/Domestic Partner
A student's domestic partner must have Student Affairs approval.
- Other _____

Reason for Request

- New
\$15 fee.
- Renewal of expired card
Replacement fee of \$15, unless expired card is presented.
- Other _____
- Stolen
Replacement fee of \$15, unless police report is presented.
- Lost
Replacement fee of \$15.
- Damaged
Replacement fee of \$15 if damage is not due to natural wear.

Payment Information

- Cash
- Credit/Debit Card
- Check payable to Carnegie Mellon
- Plaid Cash
- Student Account
- Carnegie Mellon Department Charge
- General Ledger Oracle String*
Object Code **88015** Funding Source _____ Function _____
Activity _____ Organization _____ Entity _____
- OR**
- Grants Management Oracle String*
Project _____ Task _____ Award _____

Signatures

Date _____
Cardholder Candidate Signature

Date _____
Authorizing Personnel or Faculty/Staff/Student Signature