

To facilitate the distribution of ID Cards for Faculty/Staff, Card Services is requesting that the Dept. Dean/Chair/Director designate one department member to pick up the ID cards for others in the department. The selected individual must be a KSU employee; no student assistants will be permitted to sign for Faculty/Staff ID Cards. It will then be the responsibility of the designated employee to distribute the cards to those who have signed below. The previously issued ID must be turned into Card Services with this form. If the old ID is lost, a replacement fee will be automatically charged when the new ID is issued.

If faculty/staff choose to pick up their own IDs, they must come to Card Services Mon-Thurs between 8 AM and 5 PM.

_____ EXT _____ has been authorized by _____ (dept. name) to pick up the new ID Cards for the following individuals:

Please Print Legibly	Signature	KSU #
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

Signature of Designated Employee (to be signed and dated upon receipt of new IDs)
