

Your department letterhead

Date

University ID Card Office
525 McCormick Road
Observatory Hill Dining Hall Facility
Lower Level
Charlottesville, VA 22903

Dear ID Card Office,

We are requesting a University ID card for a (type in the assignment, visiting scholar, etc.) in our department. See below:

Full Name:

Date of Birth:

Active Computing ID:

Employee ID in Oracle:

Length of Assignment (An expiration date must go on ID card):

Valid reason for needing ID card:

PTAO to cover fee OR indication employee to pay by cash or check:

If there are any questions, please contact me at: (type in your phone and email)

Sincerely,

Your Signature

Name

Supervisor/Title

/aer