

Affiliate/Contractor/Tenant Form



First Name _____ Last Name _____
Phone Number _____ Alternate Number _____
Company Name _____
Address _____
City _____ State _____ Zip _____
Email _____ UNI Requester _____

Affiliation (please check one):

- ☐ Contractor: Project - _____ ☐ CDC Parent/Grandparent
☐ Tenant: _____ ☐ Tenant: Business & Community Services
☐ Other: _____ ☐ UNI Bookstore

Request Type	Building	Room/Key(s)	End Date (mm/dd/yyyy)
1. ☐ Temp	1. _____	1. _____	1. _____
2. ☐ Temp	2. _____	2. _____	2. _____
3. ☐ Temp	3. _____	3. _____	3. _____
4. ☐ Temp	4. _____	4. _____	4. _____

Justification required:

Next Steps:

- Once filled out, this form needs signed and dated by the Director, Department Head or Manager that you are working with at UNI and either turned in or emailed back to the Facilities Management office. (Email: fmworkorders@uni.edu).
- Facilities Management then creates an Affiliate account number and emails it to the Requester and Authorizer on the form.
*** If electronic ID card access is necessary**, the Requester and/or Authorizer will then reach out to the Affiliate with this number and instruct them to go over to Redeker Center Room 013 (Housing and Dining office: M-F 8am - 4:30pm) to have an ID card made with that account number.
- Facilities Management will also submit a request for any keys and/or electronic ID card access that is needed for Approval.
*** NOTE: An Affiliate has 5 business days from the date that the account number is created to get an ID card, otherwise the request will be cancelled.**
- Once the request is Processed, the Affiliate will receive an email that the key is ready to pick-up.
*** Note: If a request is submitted with key and electronic ID card access on it, the request will not be processed until an ID card comes through our system.**

Authorized By:

Signature: _____
Dean/Dept. Head/Manager Phone Date

Printed: _____
Dean/Dept. Head/Manager