



Affiliate/Emeritus/Contractor/Tenant Set-up Form

First Name _____ Last Name _____

Phone Number _____ Alternate Number _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Email _____ Requester* _____

***Current UNI IDs must be replaced with Affiliate IDs upon email to Requester of New Affiliate # from the Facilities key shop.**

Affiliation (please check one):

- | | |
|-----------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Tenant - Business & Community Services | <input type="checkbox"/> Spouse/Family Member |
| <input type="checkbox"/> Tenant - _____ | <input type="checkbox"/> Wellness & Recreation Center User |
| <input type="checkbox"/> Emeritus | <input type="checkbox"/> Other - _____ |
| <input type="checkbox"/> Contractor - Project - _____ | <input type="checkbox"/> Child Development Center - Parent |

Building	Room	End Date (mm/dd/yyyy)
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____

Justification required:

Next Steps:

If requesting a brass key, the individual will receive an email to stop by and pick up key(s) at Facilities Management after the form is fully processed.

If requesting electronic access, please go to the Redeker Center - Housing and Dining office to have a picture taken for an ID card. Please note that access can only be assigned after an ID card is issued and fully processed. If you have any questions, feel free to call 3-4400 or email fmworkorders@uni.edu

Please drop off form at Facilities Management: 1801 W 31st St. or send email to fmworkorders@uni.edu

Authorized by:

_____	_____	_____
Dean/Dept. Head	Phone	Date

Please Print Dean/Dept. Head Name