Dining Staff ID Request

Instructions:

- x Print this form on Dining Service letter head
- x Fill out request below (Please fill out ALL fields).
- x Expiration date must be filled in or it will default to 90 days, date cannot exceed two years. *
- x Driver's license or another form of government issued ID is required when getting the UVM ID card.
- x Dining Employee privilege information can be found on CATcard website.
- x If new door access is required fill out a key access request form***

Sodexo Dining Services request a new/renewal ID card for (please circle if new or renewal)

_____.
Please print employee's name as it appears on driver's license or other forms of identification

Employee email address_____

Employee will be working at_____.
　　　　　　　　　　　　　　Location required
The employee ID # is __ __ __ __ __ __ ___ __ (assigned by the CATcard office)

The expiration date for this position is __-__ __-__ __ __ __.   This cannot exceed two years.
　　　　　　　　　　　　　　month-day-year

Authorized Manager Submitting Request_____
　　　　　　　　　　　　　　　　　　Please print

Authorized Manager Signature_____Date_____

If employee terminates employment for any reason dining services is responsible for emailing termination notice to CATcard so card and access can be deactivated immediately.

*For Policy information click on http://www.uvm.edu/policies/general_html/badge.pdf

** For temporary employee privileges click on http://www.uvm.edu/~catcard/?Page=newcardpriv.html

***For Access fill out access request form www.uvm.edu/~uvmppd/forms/request_for_keys.pdf

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