# Office of the Dean July 12, 2017

# Gardiner Hall

 **Memorandum For**: Campus Card Office

#  **From**: Kimberly Kempf-Leonard, Dean

 **Subject**: University ID Card

 I am writing to approve the request for a University ID card for the individual named below. This person is entitled to the privileges associated with having a University ID including access to the gym facilities, pool facilities, and the library and having an e-mail account with the University.

Name:

Department:

Previous ID Number (if applicable):

Title of the position at the University:

Beginning and ending dates of the appointment:

E-mail address (if available):

 If you have any questions, about this request, please let me know.

#  Dean’s Signature

Cc: Department Chair

 Dale Ramsay, Director of Intramurals

 Bruce Keisling, Associate Dean of Libraries