

GENERIC CARD REQUEST FORM

PF629

A. CARD CUSTODIAN DETAILS							
First Name:				Last Name:			
Position:				Org Unit Name:			
B. AUTHORISATION OF EXPENDITURE – UNIFI USERS							
No. of Cards Required:		x \$7.50					
Reason for Order:							
<i>Card accessories (plastic card holders, lanyards, retractable clips) can be purchased via UQeMarket</i> https://staff.uq.edu.au/information-and-services/finance/procurement/emarket/access							
Operation Unit	Site	Fund Code	Function	Expense Account	Project ID	Free Form Tag (FFT)	Total Amount Approved
				700175			\$
Budget Holder / Financial Delegate Name:							
Signature:						Date:	
C. AUTHORISATION OF EXPENDITURE – NON UNIFI USERS (<i>Please attach purchase order to this form</i>)							
Purchase Order Attached <input type="checkbox"/>							
D. CARD CUSTODIAN AUTHORISATION							
<i>I hereby acknowledge that all information supplied by me on this form is complete and accurate.</i>							
First Name:				Last Name:			
Signature:						Date:	
Please log a User Funded Archibus job, selecting Problem Type 'ACCESS CARDS/LEVELS TIMESCHEDULE', and upload this completed and signed PF629 form as an attachment.							

Locations and times:

St Lucia	The Prentice Centre, Level 2, Prentice Building (42)	Monday to Friday 8.30am – 4.30pm
Gatton	Student Centre, NW Briton Admin Centre, Building 8101A	Monday to Friday 8.30am – 4.30pm
Herston	Student Hub, Level 5, Oral Health Centre	Monday to Friday 8.30am – 4.30pm

Internal Use Only		
Date:	Issuing Officer:	Signature:
ID Type Accepted:		

Privacy Statement

The information on this form is collected for the primary purpose of processing your request for an ID card. The information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information, please consult the UQ Privacy Management Policy at <https://ppl.app.uq.edu.au/content/1.60.02-privacy-management>.