



**ID & GENERIC CARD REQUEST FORM**

**PF632**

**Note:** On arrival at the ID card services location the “**Applicant**” (see page 2) must provide proof of identity in the form of photo identification (e.g. driver’s licence, passport, 18+ card, etc.).

**A. DETAILS OF THE REQUEST (see page 2)**

First Name:		Last Name:	
UQ Username:		Org Unit Name:	
Category:	UQ Staff <input type="checkbox"/> (must be in Aurion)	Visitor <input type="checkbox"/>	Contractor <input type="checkbox"/> Other <input type="checkbox"/> (UniQuest, UQ Health Care, JK Tech, etc.)
Reason:	New <input type="checkbox"/> (\$10.00)	Lost/Stolen <input type="checkbox"/> (\$10.00)	Damaged/Destroyed <input type="checkbox"/> (\$10.00) Name Change <input type="checkbox"/> (free)
Accessories:	Plastic Card Holder <input type="checkbox"/> (\$2.70)	Lanyard <input type="checkbox"/> (\$2.20)	Retractable Clip <input type="checkbox"/> (\$3.50) Alligator Clip <input type="checkbox"/> (\$0.60)
Generic Card Order (Card Custodian use only):		No. of Cards Required: x \$7.50 Reason for Order:	

**B. AUTHORISATION OF EXPENDITURE – UNIFI USERS (see page 2)**

Operation Unit	Site	Fund Code	Function	Expense Account	Project ID	Free Form Tag (FFT)	Total Amount Approved
				700175			\$
Budget Holder Name:					Signature:		Date:
Financial Delegate Name:					Signature:		Date:

**C. AUTHORISATION OF EXPENDITURE – NON UNIFI USERS (Please attach purchase order to this form) (see page 2)**

Purchase Order Attached

**D. REQUEST AUTHORISED BY (see page 2)**

First Name:		Last Name:	
Org Unit Name:		Position Title:	

*I hereby acknowledge that all information supplied by me on this form is complete and accurate.*

Signature:	Date:
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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:		
Accessories Given:	Plastic Card Holder <input type="checkbox"/>	Lanyard <input type="checkbox"/> Retractable Clip <input type="checkbox"/> Alligator Clip <input type="checkbox"/>
Total Cost: \$		

**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>.

# Instructions for Completing the PF632 Form

## GENERAL INFORMATION

The “**Applicant**” is the person requiring the ID card.

The “**Representative**” is the person in the Organisational Unit who is responsible for organising the Applicant’s ID card or for generic cards. The Representative can be the Head of the Organisational Unit or their delegate, such as the Finance Officer, HR Officer, Card Custodian, Manager or Supervisor, etc., however, it cannot be the Applicant identified in Section A.

The Representative must complete this form (and if required, can do so in conjunction with the Applicant).

For ID cards, please complete one form per Applicant. For generic cards, please complete one form per order.

Section A, Section B or C, and Section D on the form must be complete and correct in order for the ID card service provider to print and issue the card(s).

## SECTION A – DETAILS OF THE REQUEST

**First Name and Last Name** – the first name and last name of the Applicant. If ordering generic cards, please leave this part blank or enter “N/A”.

**UQ Username** – the name that was issued to the Applicant by Information Technology Services (ITS) at the same time the Applicant’s email account was issued. It is usually in the format “uqjblogg” but there can be variations. If ordering generic cards please leave this part blank or enter “N/A”.

**Org Unit Name** – the name of the Organisational Unit that the Applicant belongs to / is best associated with. If ordering generic cards please enter the Organisational Unit name the cards will belong to.

**Category** – select the Category that best represents the Applicant. This will also prompt the ID card service provider to determine the type of card required for the Applicant. If ordering generic cards please leave this part blank.

**Reason** – select the Reason that best states the reason for requiring the ID card. If ordering generic cards please leave this part blank.

**Accessories** – select one or more items if required.

**Generic Card Order** – only the Card Custodian is authorised to complete this part. Generic cards should be for temporary use only so order quantities must be reasonable and justified.

## SECTION B – AUTHORISATION OF EXPENDITURE – UNIFI USERS

“**UniFi**” is the University’s financial system. Complete this section if your Organisational Unit has a UniFi account.

The relevant Finance Officer for the Organisational Unit responsible for the purchase of the card(s) must complete and sign this section.

## SECTION C – AUTHORISATION OF EXPENDITURE – NON UNIFI USERS

“**UniFi**” is the University’s financial system. Complete this section if your Organisational Unit DOES NOT have a UniFi account.

The relevant Finance Officer for the Organisational Unit responsible for purchase of the card(s) must raise a purchase order and attach it to the form.

## SECTION D – REQUEST AUTHORISED BY

This Section ensures that the information provided or overseen by the Representative is correct and that the request for the ID card (or generic card) has been authorised. All fields in this Section must be completed.

For ID cards, the request must be authorised by the Representative. For generic cards, the request must only be authorised by the Card Custodian.