Courtesy Card Request Form

Requestor's Name & Department: _____ _____

Date:_____ Phone:_____ Fax:_____

Cardholder Type = COURTESY **ADMINISTRATIVE COMPUTER SERVICES use only: _____**

Sponsor's Name: _____ _____**Click drop-down box to choose sponsor's department**

Check one cardholder option below:
☐ Add cardholder ☐ Delete cardholder ☐ Change existing cardholder

Enter the SSN, Name, Company, Expiration Date and Cost Center below. Note: Information in the COMPANY and EXPIRE fields will be printed on the card. You may use the COMPANY field to enter the affiliation, company, job title or any description that should appear on the card. Requests must be approved by your local Human Resources Office before being processed.

SSN (No Dashes)	**NAME** (Last Name, First Name, Middle Initial)	**COMPANY/TITLE**	**EXPIRE DATE** (mm/dd/yy)	**COST CENTER**

Instructions: Fax or mail this form to your local Human Resources (HR) Office. If HR approves the request, then they will forward the form to Beverly Andrews - Wachman, 9th Floor (fax: 215-204-1373; email address: **andrewsb@mail.temple.edu)** for processing.
Note: Cardholders will be removed from the AT&T system no more than 30 days after the expiration date.
Revised:6/18/2001