



Affiliate/Contractor/Tenant Set-up Form

All affiliations must be Temporary with an End Date listed.

First Name _____ Last Name _____

Phone Number _____ Alternate Number _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Email _____ Requester* _____

***Current UNI IDs must be replaced with Affiliate IDs upon email to Requester of New Affiliate # from the Physical Plant key shop.**

Affiliation (please check one):

Tenant - Business & Community Services

Spouse/Family Member

Tenant - _____

Wellness & Recreation Center User

Intern

Other - _____

Contractor - Project - _____

Request Type	Building	Room	End Date (mm/dd/yyyy)
1. <input type="checkbox"/> Temp	1. _____	1. _____	1. _____
2. <input type="checkbox"/> Temp	2. _____	2. _____	2. _____
3. <input type="checkbox"/> Temp	3. _____	3. _____	3. _____

Justification required:

Next Steps:

If requesting a brass key, the individual will receive an email to stop by and pick up key(s) at the Physical Plant after the form is fully processed.

If requesting electronic access, please go to the Redeker Center - Department of Residence office to have a picture taken for an ID card. Please note that access can only be assigned after an ID card is issued and fully processed. If you have any questions, feel free to call 3-4400 or email phpworkorders@uni.edu

Please send form to PHP 0189 attention: Facilities Access Office

Authorized by: _____

Dean/Dept. Head

Phone

Date

Please Print Dean/Dept. Head Name