



Academic Services

Application for
CASUAL/PERMANENT STAFF CARD

Plain ID \$10.00

Mifare \$20.00
(Please Circle)

Casual staff may be issued a plain card for ID purposes and used at the Campus Library. A Mifare card can be purchased where building access and library photocopying/printing are required.

Please print out this form, complete and bring the signed copy to the Card Centre, Student Administration Office, Level 2, David Myers Building.

Employees Name

School/Department

Staff number

Expiry date to be placed on card
(The card can be updated with authorisation, if employment is extended)

Borchardt Library borrowing rights (please circle): YES NO
(The Library will be indemnified by the School/Department)

Please ensure that staff members return cards to school/department on cessation of employment. Card may be held by school or department and reused on return of casual/permanent staff members.

COST CODES

Cost Centre: _ _ _ _ Fund No: _ _ _ _ _

Account: 524150 (Staff Amenities)

To be authorised by Head of School/Department only.

Name Signature

Date.....