PENNSTATE

Union and Student Activities
Information Desk/Event Management

The Pennsylvania State University
125 HUB-Robeson Center
University Park, PA 16802-6601

Info. Desk (814) 865-2000
Event Mgt. (814) 865-7973

HUB-Robeson Center
CARD SWIPE ACCESS REQUEST

Organization Name: _____

Office Address: _____

_____ _____ _____
President's Name E-mail Cell #

The following individuals will need access to the office:

NAME (use full name)	**PSU ID (ex: 912345678)**	**PSU E-MAIL**

The Id+ card will be used as the key to access to student offices in the HUB-Robeson Center. Security of the office is the responsibility of the card holder accessing the office and is liable for any damage or loss of equipment. A person is not allowed to use another person's Id+ card to gain access to a student organization office.

Card access privileges may be revoked at the request of the organization's presiding officer or by the Senior Director of Union and Student Activities.

I have read and agreed to the above guidelines _____
President's Signature