

**ID BADGE AND PARKING CARD REQUEST FORM**

**Please complete this form:**

If your PARKING CARD or BADGE needs to be replaced for any reason (lost, worn/torn), please contact Sherry Sims at 865-974-8170. There is a charge \$10.00 for lost cards/badges.

WORK START DATE \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_

EMPLOYEE NUMBER \_\_\_\_\_

FLOOR NUMBER \_\_\_\_\_ SUITE # \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

I understand that upon leaving employment in the UTT I am responsible for turning in my badge and parking card.

**SIGNATURE** \_\_\_\_\_ **Space** \_\_\_\_\_

SUMM.PL. PARKING CARD # ISSUED \_\_\_\_\_ BUILDING ACCESS CARD # ISSUED \_\_\_\_\_

*Office Use Only:*

*Request Submitted By:* \_\_\_\_\_ *Date:* \_\_\_\_\_