Contractor Cards grant hired contractors temporary access into areas that are card access.

Authorized request from Physical Plant or other section: __________________________

Printed name __________________________________

Name of Contractor _______________________________________________________

Name of Foreman or person in charge _________________________________________

Name of person/signature picking up card _____________________________________

Buildings or areas needed to have access ________________________________
________________________________________________________________________
________________________________________________________________________

Dates required to have access ______________________ to ______________________

Hours of the day, From ______________________ to ______________________

Card number assigned ________________

Card issued by __________________________ Safety & Security

Date _____________________________

Date card returned _____________________________

Card returned by _____________________________

Card received by _____________________________

Cards must be returned to Safety & Security after completion of job. Cards that are lost or damaged will result in a $50 charge to the contractor.