



New Card User Notification Form
(Please Print)

Department Name

Record Keeper Name and Phone Number

Record Keeper Email Address

New User Name and Phone Number
(If different than Record Keeper)

New User Email Address
(If different than Record Keeper)

New User Employee ID Number

Return the completed application to Marci Morehead (marci.morehead@wku.edu or 5-6365) or Teresa Jackson (teresa.jackson@wku.edu or 5-4619.) Please let us know if you have questions.

Record Keeper Signature and Date

User Signature and Date

Supervisor Approval and Date