

Request for MSU Vendor Card

There is a \$10 charge for a Vendor Card. The ID Office can accept cash, check or credit/debit card from the vendor **or** the department can pay the fee with an MSU Budget Number. *The Vendor MUST present a driver's license, state ID or passport for identity verification when obtaining card.*

This form must be completed by a current MSU employee.

Fee: \$10 cash check card

Vendor Information

First Name: _____ Middle I: _____

Last name: _____ Birthdate: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Vendor's Company Name for Card (Maximum 22 characters)

Department Information

Requestor Name: _____

Phone: _____ NetID: _____

Department: _____

If dept budget is to be charged, provide budget number: _____

Signature Authorizing Card

Date

NOTES:

1. Once the Vendor card is printed, the department must contact Access Control in DPPS (call 432-1601 or 353-5361) to acquire door access for the card.
2. If a Vendor card is lost, a new form is required to acquire a replacement Vendor card.