

# Appalachian State University

## Faculty/Staff AppCard (Photo ID) Request Form

*This form must be presented to the AppCard Office, lower level, Trivette Hall, for card to be made. Trivette Hall is located on Rivers Street behind the duck pond.*

Employee Name \_\_\_\_\_

Social Security # \_\_\_\_\_

Department \_\_\_\_\_

Staff     Faculty     Permanent     Temporary     Full-Time     Part-Time

▶ Will you be receiving employee benefits?     Yes     No

The Appalachian Identification Card (AppCard) will entitle bearer to use certain University facilities, equipment, and materials. Damages to University facilities and/or equipment and/or assessments for equipment and/or materials which are not returned (or which are returned with a delinquent status) will be charged to above-named employee's account through the Controller's Office. There is no charge for your initial AppCard. However, there is an \$11.00 fee to replace each lost, stolen, or damaged card. I understand and agree to these conditions.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

***Detach and retain for your information.***

### **Your AppCard can be useful to you in a variety of ways. Some of these are:**

- ◆ Use of materials through University Libraries.
- ◆ Access to Faculty/Staff parking lots with "slide" readers.
- ◆ An Appalachian Express Account is available to permanent faculty and staff only. Permanent faculty and staff may sign up for this service through the AppCard Office located in Trivette Hall. Your Express Account allows the use of your AppCard to pay for services and merchandise in all Appalachian Food Services Units, the University Bookstore, the Market, and all vending machines. Charges made on your Express Account are deducted monthly from your paycheck.
- ◆ Access to Quinn and Mt. Mitchell Fitness Centers is offered to permanent faculty and staff receiving benefits, through monthly payroll deduction (\$4.00 individual membership or \$8.00 family membership.) Each family member/dependent must have an AppCard (\$6.00 per card) in order to use the recreational facilities. Temporary employees must pay direct at the AppCard Office for facility use at a rate of \$20.00 per semester. Family/dependent facility use is not available for temporary employees. You may contact University Recreation at 262-2100 for further information on these facilities, their hours of operation, etc.
- ◆ Your AppCard will also allow you to ride the Appalcart bus service at no charge.
- ◆ Reminder: There is an \$11.00 fee to replace a lost, stolen, or damaged AppCard. Guard it closely!