

Appalachian State University

Faculty/Staff/Retired Parking Permit Form and AppCard (Photo ID) Request Form

This form must be presented to the Parking and Traffic Department (Parking Deck) for your parking permit and also to the AppCard office, lower level, Trivette Hall, for a card to be made. Trivette Hall is located at Stadium Drive and Rivers Street behind duck pond.

Employee Name _____

Banner ID# _____

Department _____

| | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ➔ Staff | Faculty | ➔ Permanent | Temporary | Retired | ➔ Full-Time | Part-Time | |
| ➔ Will you be receiving employee benefits? | | | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | | Yes | No | | |

The Appalachian Photo ID Card (AppCard) entitles 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 employees account through the Controller's Office There is no charge for your initial AppCard. However, there is a \$15.00 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 Charge 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 the lower level of Trivette Hall. Your Express Account allows the use of your AppCard to pay for services and merchandise in all Appalachian Food Service 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, SRC 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 (\$7.00 per card) in order to use these 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 Universtiy Recreation at 262-2100 for further information about these facilities, their hours of operation, etc.
- **Reminder:** There is a \$15.00 fee to replace a lost, stolen or damaged AppCard. Guard it closely!