

REQUEST FOR PRIVILEGES
(In accordance with **Executive Memorandum No. C-12**)
Revised July 2006

Social Security Number: _____

Last Name: _____

First Name: _____ Middle Name: _____

Street Address: _____

City/State/Zip _____

Position Code: _____ FTE: _____
(7 characters)

Department Number: _____ Building Code: _____
(Four-letter Alpha)

Gender: _____ Female _____ Male _____ DOB: _____
(mm/dd/yyyy)

Check One:

- _____ BT (Board of Trustees)
- _____ CE (Ag County Extension Staff only) – **Phone # of CE Employee:** (____) _____
- _____ EC (Educational Commission for Foreign Veterinary Graduates - ECFVG)
- _____ ER (Emeritus Retiree)
- _____ FE (Future Employee & Visiting Scholars) – **requires valid position code and FTE**
- _____ HD (House Directors)
- _____ NE (Non-Employee) – **please explain Purdue business need below**
- _____ NT (New Hire Temp)
- _____ OR (Official Retiree) – **please explain Purdue business need below**
- _____ RL (University Religious Leader)
- _____ VS (Visiting Student) – non-Purdue, non-paid student engaged in research or attending classes as part of an exchange program

Specify Purdue Business Reason for Non-Employee & Official Retiree Need: _____

Date of Request: _____ Employment Date: _____

Requested by (please print clearly): _____ Phone # _____

Business Office Signature: _____ Phone # _____

Director of Human Resource Services Approval: _____
(Required for OR requests only)

*Send completed form to:***HRF Zone, FREH**
*Or fax completed form to:***49-46138**