PennCard Usage Identification Report

Use this form to report access devices/locks and/or card readers that are locally supported (as opposed to centrally managed through either the PennCard Office or the Division of Public Safety). This helps to identify systems using the PennCard, so that you can be informed of technology changes, avoid unexpected failures, and help to bring those systems into compliance with University policies. Information to help you identify whether your devices are locally or centrally managed can be obtained by contacting the PennCard Center at penncard@exchange.upenn.edu or calling 215-473-CARD.

If possible, please include a photo of your device when you submit your form.

Thank you for your assistance

School or Center and Department Address:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Contact Person Name, Phone, and Email:
________________________________  ______________________  _________________________

Department Director or Authorized Person Name, Phone, and Email:
______________________________________________________________________________

Purpose of Application:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Hardware Associated with Application:
______________________________________________________________________________

Technical Support Contact/System Administrator:
______________________________________________________________________________

Date of Report: ____________________________________________________________________