

# SOUTHEASTERN LOUISIANA UNIVERSITY PEOPLESFT SET UP FOR CONTRACTORS

Please complete the following fields required to set up individuals in the PeopleSoft Online Computer System in order to be issued keys, etc. Please print legibly or type.

Have you ever been issued keys for the Southeastern Louisiana University campus? \_\_\_\_\_

If yes, what is the Employee ID number? \_\_\_\_\_

### **Company Information**

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Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
(Street/P.O. Box)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parish Company is Located In \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Company Fax: \_\_\_\_\_

Company Email Address: \_\_\_\_\_

### **Individual Information**

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Name of Person Keys Assigned to: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone/Pager: \_\_\_\_\_

#### *24 Hour Emergency Contact Information*

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Pager/Beeper: \_\_\_\_\_

### **Key Information**

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Campus Building: \_\_\_\_\_ Room Number: \_\_\_\_\_

### **Signature**

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Request By: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature

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### **University Office Use Only**

Authorized By: \_\_\_\_\_ Title: Director of Physical Plant Phone: (985) 549-3333

Entered In PeopleSoft By: \_\_\_\_\_ Date: \_\_\_\_\_