



UCard, Access and Parking Services (UCAPS)
 University of Massachusetts Lowell
 University Crossing / 220 Pawtucket Street
 Phone: 978 / 934-2800 Fax: 978 / 934-4004

This form is not to be used for student employees, or faculty/staff paid by payroll.

Vendor/Visitor/Volunteer Request for Services

This completed form may be used to obtain services only for those who are not in the UMass Lowell payroll system.

Vendor (VN:)

Visitor (VI:)

Volunteer (VI:)

Name*: First _____ M.I. _____ Last _____ UMass Lowell Function/Title _____

Vendor Business Name _____ UMass Lowell Department Name _____

Business/Home Address **: Street _____ City _____ State _____ Zip Code _____

Business/Home Phone _____ Cell Phone _____ E-Mail Address _____

Date of Birth _____ Require UCard Account (Aramark cashiers and those enrolling in meal plans)
 Require E-Mail Account ("Contingency Worker Contract" must be completed and returned to HR)

Average hours on campus per week (defaults to 31+ if empty):

1-10 per week 11-20 per week 21-30 per week 31+ per week

*The name on this form must be the same name used for all legal documents and not a nickname.
 ** Business address for vendors, home address for visitors and volunteers

Expiration Date *** **(1 year max., defaults to next July 1 if empty)**

By my signature below, I certify the named person above is authorized to access UML facilities and services.

 Name of UMass Lowell department head or designee Signature of department head or designee

 Phone number of department head or designee Date

Take this completed form *and your vehicle registration form* to the UCAPS Office to obtain your UCard and parking decal. Your UCard is needed to access parking lots, buildings, offices, labs and other UMass Lowell facilities and resources. Parking permits are required to park in all UMass Lowell parking lots and are expire 8/31.

ID Number:

***** All vendor, visitor and volunteer ID cards must be renewed annually. The approving host will receive an e-mail of all expiring card holders around June 1 of each year, and will be required to approve all extensions.**