

UB Vendor Card Request Form

Department Sponsoring the request:			
Department Contact:		Phone:	
Name of the individual the card is for:			
Today's Date:			
Company Name:			
Phone Number:			
Applicant Email Address:			
Supervisor:			
Supervisor Signature of Approval:			
Method of Payment:			
Address:			
Contact:		Phone Number:	
Pay Online: https://marketplace-buffalo.nbsstore.net/vendor-access-cards			
Please State the building(s) you require access to:			
Please indicate if you require a swipe card or chip style card:			
Swipe Card		Chip Style Card	
Swipe card will be a \$10.00 fee, chip style card will be a \$15.00 fee. You will be notified when your card is available. You will need to show photo ID at time of pick up.			

Please indicate which location you would like to pick up your card:	
North Campus 1 Capen Hall 645-6344 M–F 9am–4:30pm Summer & Holiday hours may vary	South Campus 114 Diefendorf Hall 829-3682 Call for Hours – Closed during Summer

Signature:	Date:

Required at time of pick up.