

The University of Kansas  
KU Card Center

**Request for Digitized Photo for use on Departmental Website**

I authorize The University of Kansas to release my digitized photo, via an email attachment, to my departmental representative for use on the department's Website.

I understand my photo will be used on the department's Website for business purposes. I also understand a \$3.00 administrative fee will be assessed to my department for processing this request.

Employee Name: \_\_\_\_\_

Employee Birthdate: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by employee's department (for billing purposes):**

Department Name: \_\_\_\_\_

Dept. Contact Name: \_\_\_\_\_

Campus Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**To be completed by KU Card Center:**

Photo File Name: \_\_\_\_\_

Date Card Issued: \_\_\_\_\_