

PHOTO ID CARD RENEWAL

The university needs to update the listing for those Research Park employees wishing to obtain or retain their ISU Research Park photo IDs. While the physical card that has already been issued will not expire, the database will be deleted as of June 30, 2018. The database must be refreshed each fiscal year in order for the cardholder to access university services. Individuals already possessing an ISU Card simply retain their cards, but the expiration dates need to be updated.

For those of you that had requested these cards last year, the list of employees will be sent separately. If you still wish for these employees to retain their cards, simply write "OK" with your signature and date on that sheet. For any employees listed that have left your employer or employees that have no further need for the photo ID, cross out their name(s). For any new employees wishing to obtain ISU Cards, complete a new Non-ISU Employee data Base Input form for each new employee.

The annual fee is \$15 per cardholder and will be charged to the tenant business. **Please complete the attached form and mail along with a company check made out to the ISU Research Park Corporation.** We will then forward this information to the ISU Card office, which will then update the information on the Research Park employee database. This information will not be kept by Tenant Company within the database. Since the database is owned and maintained by ISU, the confidentiality of employee names cannot be guaranteed.

Once the ISU Card office has the information updated, they will let us know when the new employees can go have their pictures taken and pick up their card. As additional employees in your company would like a card, please complete the new Non-ISU Employees Data Base Input form and mail it along with the payment.



ALICIA SMITH
515.296.9890

ISU CARD OFFICE
515.294.2727

TENANT RESOURCES

ANNUAL EMPLOYEE COUNT

Each May, the Facilities Manager will ask for an employee count from each tenant, affiliate and former tenant. The ISU RP provides this information for economic development purposes and never provides employment figures for any individual company without express permission from that tenant. We appreciate your providing this information on a timely basis.

SAFETY COORDINATORS

In order to maintain the health and safety of all tenant employees, the Research Park periodically disseminates information pertaining to fire safety. To facilitate this process, each Tenant Company or Organization designates one or two individuals to act as safety coordinators for their organization. See the enclosed memos to see the role of the safety coordinators as well as the established evacuation plans.

CUSTOMER NUMBER

Each tenant is assigned a customer number for ISU billing purposes and for purchasing materials and services on campus. You will receive a monthly statement including telecommunications charges and other campus charges. The Manager of Facilities Services will provide you with this number.

CAMPUS PARKING PERMITS

Inquire at Parking Systems Department on campus for permits and access. Be sure to indicate your Park tenant status. Contact the supervisor for Parking Systems (515-294-3388).

TENANT RESOURCES

IDENTIFICATION CARDS

Each tenant organization may choose to obtain an ISU Research Park photo ID. An annual fee of \$15 per cardholder required. Tenants must complete an ISU Research Park Photo Identification Request form and submit it, along with the appropriate payment to the Research Park administrative assistant. The ISU Card office will notify you when tenants can have their photo taken and pick up their ID. This ID must be renewed each year. For assistance, please call Alicia Smith at the Research Park administrative office at 515-296-9890.

OTHER PARK SERVICES

Conference Room Reservations - The Research Park can set up each tenant with a username and password to allow individuals within that company to request use of the Research Park's conference room facilities. Call the main office number at 515-296-7275.

MAIL ACCOUNT

Each tenant is given the opportunity to open a mailing account with ISU's Postal and Parcel Service. Such an account allows the tenant to send mail without postage to campus where they weigh and place the appropriate postage on the mail. The tenant is then billed monthly through its customer number. You may take advantage of the University's negotiated low rates on some overnight mail services. The Administrative Assistant can arrange for this.

Several types of mailing services are available in front of Building #1.

1. Postal Service - 4:30 P.M.
2. UPS - 6:00 P.M.
3. Federal Express - 5:30 P.M.