



To: **OneCard-Parking Service Center**

From:

Subject: **OneCard Deactivation Request**

Date:

Enclosed is the OneCard for /Banner ID# . The employee separated from the university effective .

Please ensure that Parking/Building related access is expired immediately.

If you have any questions or require additional information, please feel free to contact me at .

Copy to: Employee's Application Xtender file (Department Documents-MISC)  
Public Safety