

CPRA

ACCESS CARD/KEY ASSIGNMENT FORM

EMPLOYEE NAME: _____

DATE: _____

PERSONNEL #: _____

OFFICE/CUBICLE #: _____

DIVISION: _____

SUPERVISOR: _____

My signature on this form acknowledges that I have in my possession the building access card, office key(s) and vehicle hang tag as identified below.

I acknowledge:

1. That this access card, office key (if applicable) and vehicle hang tag is assigned only to me and that for security reasons I am not to duplicate nor give them to any other person;
2. That I am required to report to Human Resources the return of any access card and/or key by me to my supervisor or the issuance of any new access card and/or key to me;
3. If any access card and/or key issued to me is lost or stolen, I am required to report the loss/theft to my supervisor immediately *or*, if outside of normal business hours, at the commencement of the next business day; and
4. That I am required to return my access card, all keys and my vehicle hang tag issued to me to my immediate supervisor when I separate from employment with CPRA for any reason.

BUILDING ACCESS CARD # (ex. 20200) _____

VEHICLE HANG TAG # (ex. 010) _____

OFFICE KEY #	OFFICE #	FLOOR #

Employee Signature

Safety Coordinator