

Key Card Request Form (River Road and Emenes ONLY)

Jefferson Parish Schools

NEW CARD
REISSUED CARD
EMENES ACCESS

A. EMPLOYEE INFORMATION:

1. Employee Name (Last, First, MI)	2. Employee ID Number:	3. Date:
4. Phone Number:	5. E-mail Address:	
6. Department	7. Title	8. How many days a week are you in the warehouse:

B. APPROVAL INFORMATION - All requests must be approved by the person's supervisor before issuance

9. Supervisor Name and Title:	10. Phone Number:
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C. Internal Use ONLY

12. Card Activated By: Eddie Moses	Date Programmed:	14. NEW Key Card Number:
15. REPLACEMENT - Old Key Card Number:	16. Problem with Card: (BROKEN or LOST/STOLEN)	

D. Access Card Agreement and Signatures

- * Electronic access to the Warehouse and Emenes Bldg. is monitored and logged. Usage reports and logs can be reviewed. Access is limited to a certain time frames.
- * Access cards issued by Jefferson Parish Schools remain the property of JP Schools and must be returned to the individual's department head or Human Resources department upon termination of employment and will be forwarded to Eddie Moses in the Operations department.
- * I agree to not loan, transfer, give possession of, misuse, alter, or make a duplicate access card.
- * If the access card is lost, misplaced, damaged or stolen I will notify Eddie Moses in the Operations Department immediately and there will be a \$10.00 replacement fee.
- * I, the undersigned, acknowledge receipt of the access card designated above in Section C and I understand and agree to abide by the above provisions of this agreement.

***** KEEP KEY CARD AWAY FROM CELL PHONES, COMPUTERS, OR ANY MAGNETIC DEVICE. *****

17. Signature (Supervisor)	18. Signature (Person Receiving Card)
19. Signature (Person Issuing Access Card)	
<i>Eddie Moses</i>	

*****Completed form is to be turned into Eddie Moses*****