

Identification Card Acknowledgement

Employee Name _____

Department _____

Position Title _____

Please read and check to indicate that you have been informed and understand your obligations regarding receipt, loss and return of you UT identification Card.

In the event of loss of ID Card, I must report the loss immediately to Campus Police and my department and request a new ID be issued. I am obligated to assume replacement cost of twelve dollars (\$12) each time a new ID is issued to me.

Loaning of an ID card to anyone or other misuses is prohibited and may subject me to disciplinary action and a charge of twelve dollars (\$12) for return of confiscated ID card or an appropriate replacement.

ID cards damaged through fair wear and tear are replaced at no charge. Cards damaged through abuse and carelessness are replaced at a cost of twelve dollars (\$12).

As an employee, prior to leaving UT (termination, resignation, etc.), I must return my UT ID card to the Campus Police office. Failure to do so will result in a charge of twelve dollars (\$12).

Signature _____ Date _____