Policy and Procedures Manual
Application: All Personnel
Section A6.17 ID, Keys, Parking Permit and Lost and Found

A 6.17 IDENTIFICATION CARDS

The employee may obtain an identification card at no cost. The identification card admits the employee to certain designated University-sponsored events and library privileges. The identification card must be returned to the Employment Services Office at the time employment is terminated.

KEYS

All requests for keys must be approved in writing by the chairperson, dean, or department supervisor and submitted to the Facilities Coordinator Office. This office is located in the University Center.

Employees entrusted with keys are responsible for reporting any lost or stolen keys immediately. Employees may not copy nor have copies of keys made without written authorization from the Facilities Coordinator Office. **All keys must be returned to the Facilities Coordinator Office during the exit process or at the time of job change, office relocation, or lock change.**

LOST/MISPLACED/STOLEN OR DISCARDED ITEMS

Lost, misplaced, or stolen personal items such as jewelry, keys, clothing, etc., regardless of where found, should be turned in immediately to the information desk located in the university center. Student identification cards should be turned in to the same location. Do not turn in lost items to individual departments on campus. Student identification cards should be turned into the Student Development Office.

The procedure outlined below should be followed if an employee, while in the course of his/her duties, finds **discarded** equipment or items that appear to be of value:

Physical Plant Department or Purchasing Department will pick up the item, determine its value, and dispose of it properly.

PARKING PERMITS

All vehicles parked on University-owned or rented property must display the appropriate parking permit, which may be picked up at the Information Desk in the University Center. Vehicles found parked on campus without displaying the appropriate parking permit or parked in the “visitors” parking section will be cited. All employees are required to obtain a copy of the parking regulations and to follow the posted parking regulations.