

Geological Material Center

Access Card Holder and Parking Agreement - State Employee

This agreement states the terms and conditions under which you will receive an access card that will allow you to access the various areas within the Geological Material Center. Failure to follow the requirements listed below may result in the revocation of your Access Card privileges.

AGREEMENT

1. I will protect the access card from loss or damage. I will immediately report a lost access card to my agency rep/supervisor and Facility Management (907-707-1701) so that the card may be deactivated. I understand that failure to report a lost access card may result in revocation of privileges. I will wait the required 3 day waiting period after losing a card to go to the Building Management office and request a new one.
2. If I leave my card at home, I will request entry through my supervisor or office administrator. Facility Management will not be able to grant temporary access or access cards.
3. I will always use the access card to enter and exit when a card reader is present and door is in a locked mode.
4. I will not transfer or loan my access card to anyone.
5. I will return the access card to my supervisor or to Facility Management if I no longer work in the Geological Material Center.

I have reviewed the terms and conditions set forth above and understand that failure to comply with these terms may result in the loss of my access card, additionally further action may be taken.

Signature

Print Legal Name

Date

GMC Access Card #