

APPROVAL SIGNATURES		
Supervisor's Signature (REQUIRED FOR ALL ACCESS DEVICES)		
1) _____ <i>Supervisor - PRINT NAME</i>	_____ <i>SIGNATURE</i>	APPROVED? <input type="checkbox"/> Yes <input type="checkbox"/> No
Division Vice President or Assistant Vice Chancellor Signature (REQUIRED FOR ALL ACCESS DEVICES)		
2a) _____ <i>Division Vice President or Assistant Vice Chancellor - PRINT NAME</i>	_____ <i>SIGNATURE</i>	APPROVED? <input type="checkbox"/> Yes <input type="checkbox"/> No
2b) _____ <i>Executive Director (only required for Digital Media Center site)</i>	_____ <i>SIGNATURE</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site Administrator (REQUIRED FOR ALL ACCESS DEVICES)		
3) _____ <i>VP Admin Services; VP Adult Ed; or Assistant VC Facilities</i>	_____ <i>SIGNATURE</i>	APPROVED? <input type="checkbox"/> Yes <input type="checkbox"/> No
District Safety and Security FINAL Approval (REQUIRED FOR ALL ACCESS DEVICES)		
4) _____ <i>Chief of Safety and Security (or designee) - PRINT NAME</i>	_____ <i>SIGNATURE</i>	APPROVED? <input type="checkbox"/> Yes <input type="checkbox"/> No
SECURITY OFFICE USE ONLY		
Issue Date: _____	Processed By: _____	Access Card Expiration Date: _____
Date Returned: _____	Processed By: _____	
Date Returned: _____	Processed By: _____	
Date Returned: _____	Processed By: _____	
Date Returned: _____	Processed By: _____	

Safety and Security shall notify employee when access credential(s) are activated and/or available for pickup.