San Juan Unified School District Badge Checkout

Facilities Business Dept. 5320 Hemlock St, Sacramento CA 95841
(916) 979-8616 | Hours: 8-11:30a & 1-3:30p (M-Fri)

NOTE: Badges not picked up within 10 business days after payment will be forfeited. Applicants will need to resubmit forms and payment.

Start Date:_____
Anticipated Project Completion Date:_____
Type of badge: Annual or Project

Company Name & Address (Contractor to complete):

_____
_____
_____

Cell Phone:_____
Office Phone: _____
Email:_____

Project Location(s): _____
Project number:_____
Project Type:_____
Project Manager/CM Firm:_____
Date Requested/Issued: _____
Badges expire on June 30

Contractors and their employees must check in at the site office and wear district issued badges at all times. If you or your employee(s) are not wearing a district issued badge, that person will be asked to leave the site. Badges are $5.00 each.

All badges must be returned to the Construction Department upon completion of the project **or** badge expiration date, whichever is sooner. Once the bulk of project work is done, numbered badges are to be returned. A **non-refundable** charge of **$100.00** will be applied for each badge not returned to the district prior to June 30 of the school year designated, or the project's completion. This may be paid directly by the contractor or deducted from your contract.

I, _____ (your name) am checking out my photo badges and #_____ sub ID badges. By signing below, I agree to abide by the San Juan Unified badge rules requiring all non-fingerprinted employees to be supervised at ALL times by an individual wearing a district issued photo ID badge **OR** that said employees work behind a physical barrier limiting contact with students.

_____	_____	_____
Signature	**PRINT Your Name**	**Date**

Office use only

Badges Issued:_____

BADGES RETURNED

I returned _____ badges; _____ are still out. $_____ will be withheld from my contract.

_____	_____	_____
Signature	PRINT Your Name	Date

I returned _____ badges; _____ are still out. $_____ will be withheld from my contract.

_____	_____	_____
Signature	PRINT Your Name	Date

I returned _____ badges; _____ are still out. $_____ will be withheld from my contract.

_____	_____	_____
Signature	PRINT Your Name	Date