SJUSD Badge Checkout Form

**Hours: By Appointment Only**

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

Company Name: __________________________
Project Name: __________________________
Company Address: __________________________
Project Number: __________________________

________________________________________
Contract Number: __________________________

Office Phone: __________________________
Contract Start Date: __________________________

Email: __________________________
Contract End Date: __________________________

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 Facilities Business 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 project completion date on the contract, or the expiration date on the badge. This may be paid directly by the contractor or deducted from your contract payment.**

I, __________________________ (your name), am checking out my photo ID badge and #________________ sub-ID badges. By signing below, I agree to the above specifications and to abide by the San Juan Unified School District's 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.

PRINT Your Name ___________________________________________ Signature ___________________________________________ Date __________________________

# _______ badges issued: _______

**RETURNED BADGES INFORMATION**

# _______ badges returned; _______ are still out. $________________________ will be withheld from your contract.

PRINT Your Name ___________________________________________ Signature ___________________________________________ Date __________________________

# _______ badges returned; _______ are still out. $________________________ will be withheld from your contract.

PRINT Your Name ___________________________________________ Signature ___________________________________________ Date __________________________