A. APPLICABILITY/ACCOUNTABILITY:
This policy applies to all individuals who have a Florida Poly ID Card.

B. POLICY STATEMENT:
The Florida Poly ID Card is issued to students, employees and approved vendors, and it is used for the purpose of identification, purchasing of goods, services, and meal plans, and key access. The Florida Poly ID card should be carried by the holder while on University premises. The Florida Poly ID Card is the property of the University and is non-transferable. Unauthorized use, reproduction or alteration of the card warrants confiscation and may result in disciplinary action pursuant to the student or employee Code of Conduct.

C. PROCEDURE:
To the extent that this policy governs automated business processes, these procedures are documented within the University’s Enterprise Resource Planning (ERP) system. Other procedures governed by this policy, may reside on the Business & Auxiliaries Department’s website.