

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Florida Poly ID Cards
FPU Policy Number: 1.0002P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: 11/3/17
Date Revised:
Responsible Division/Department: Finance & Administration / Business & Auxiliary Services
Initiating Authority: Mark Mroczkowski, VP & CFO

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.

POLICY APPROVAL	
Policy No.: FPU- 1.0002P	
_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
_____	_____
Approved by FPU BOT, if required	Date
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL	