

Coeur d’Alene School District

SCHOOL FACILITIES

9500P

Security – Replacement of lost key/proxy card

In the event that an employee’s pin for a proxy card needs to be reset, a tech repair request should be submitted.

If a district key or proxy card is lost, please follow the procedures outlined below:

In the event that a **key** is lost, an employee should contact his or her supervisor immediately and a replacement key will be issued at a cost to the employee as follows:

- First incident: \$10
- Second incident: \$25
- Third incident: \$50

In the event that a **proxy card** is lost, an employee should contact his or her supervisor immediately and a replacement card will be issued at a cost to the employee as follows:

- First incident: \$10
- Second incident: \$25
- Third incident: \$50

1. Make checks payable to Coeur d’Alene School District with the appropriate amount as outlined above.
2. Submit your payment along with this form requesting a replacement to one of the following:
 - For **key** loss/replacement send your payment and completed form to the Maintenance Department
 - For **proxy card** loss/replacement send your payment and completed form to the Technology Department
3. Please check which replacement you are requesting: **Key** **Proxy Card**

Name	Position	Building
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Building Budget Code
(Use only if lost key/card is a building key/card)

Procedure History:
 Promulgated on: February 3, 2014
 Revised on: April 21, 2015