

July 2020

FOR EXISTING EMPLOYEES:

ID BADGE FORM

For safety reasons and social distancing, the following procedures have been implemented to replace ID Badges.

NO WALK-INS PERMITTED!!!!!!

Inter-office this form, with your old badge to:

Lisa DiCono @ B&G.

Your Name: _____

Your Employee ID #: _____

Your Home School: _____

Your Cell Phone #: _____

Lost Badge: \$8.00 charge for a **lost badge.**

Replacement Badge: There is no charge for replacement, providing you
Return the old badge:

Check reason for replacement:

___ Broken / Cracked / Doesn't work

___ Name Change: _____

___ Building Change: _____

___ Title Change: _____

___ Other / Explain: _____

Your new badge will be returned to you through inter-office mail.