



ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 04/19/01
Approved: 03/01/12

ADMINISTRATIVE MANUAL

IDENTIFICATION CARDS

POLICY 112

- 1.0 PURPOSE
To provide all A.S.I. employees with a standard means of identification
- 2.0 REFERENCES:
None
- 3.0 POLICY:
This policy is enacted to provide all full time A.S.I. employees with a standard means of identification. All A.S.I. employees shall have A.S.I. picture identification cards.
- 4.0 DEFINITIONS:
None
- 5.0 PROCEDURES:
- 5.1 The A.S.I. Administrative Office is responsible for making arrangements with the One Card office to have pictures taken and identification cards issued for all new employees.
 - 5.2 These identification cards shall be issued within thirty (30) days of the initial employment.
 - 5.3 The employee is responsible for the cost of the identification card.



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Associated Students, Inc. – Identification Card – Policy 112



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