

How to Assign a Locker:

Assigning a New Locker

- Give student locker agreement form (color depending the year)
- Tell them to go to cashier's window 6 pay \$20 for either the semester or \$30 for the whole school year.
****CASH or CHECK ONLY

When student comes back with New Locker Agreement

- When the student comes back, see if the student has received the cashier's stamp at the top right corner.
- Ask student if they want a USU or Library Locker
 - Ask student want locker they want
 - USU: Top or Bottom
 - Library: Top, Middle, or Bottom
- Look at the Excel to see available lockers
- **Make sure they fill out everything; Name, Phone Number, Cal State LA e-mail address, Signature, and also initial on the top.**
- Make sure to check on the top part of the form and indicate how much the student is paying \$20 for either the semester or \$30 for the whole school year.
**USU Lockers 2,4,6,8,10,12 are strictly reserved for students with disabilities*
**Student must show that they are registered at Office for Students with Disabilities (accommodations) or provide some sort of official paperwork.*
- Ask for Receipt
- Attach a copy of the receipt to the form
- Ask for the students **CAL STATE LA ID** and make a copy of it and attach the copy to the form
- Once you are done, look over the form to see if **everything** was properly filled out
- Write down the locker number and their locker combination on the form
- Make and give a copy of the contract to the student
- Once you're done, log the information on the Excel and put the form in the mailbox of the Administrative Assistant to the Office Manager.
- Administrative Assistant to the Office Manager will review and file.

Renewal Lockers

- Ask for Students ID
- Check on Excel to see if it is the correct student
- Hand the student the Locker Agreement form - make sure the student checks the "renewal" box
- **Make sure they fill out everything; Name, Phone Number, Cal State LA E-mail address, Signature, locker number, locker combination, and also initial on the top**
- Once they're done, tell them to go to cashiers window number 6 and pay the \$20 for the semester or \$30 for the whole school year.
- Make sure to check on the top part of the form and indicate how much the student is paying
- When the student comes back, see if the student has received the cashier's stamp at the top right corner.
- Once you're done, log the information on the Excel and put the form in the mailbox of the Administrative Assistant to the Office Manager.
- Administrative Assistant to the Office Manager will review and file.