

# CVSD Key/Card Replacement

**If you lose either a district key or proximity card (proxy, fob), contact your supervisor immediately.**  
(If you need to reset a PIN, please submit a Helpdesk ticket.)

Replacements will be issued at a cost to the employee as follows:

Security Item	1 <sup>st</sup> Loss	2 <sup>nd</sup> Loss	3 <sup>rd</sup> Loss	4 <sup>th</sup> Loss
Proximity Card	\$5	\$10	\$25	\$50
Building User Key	\$20	\$40	\$60	\$80
Building Sub-Master Key	\$250	\$500	If lost a 3rd time, will no longer be issued	
Building Master Key	\$250	\$500	If lost a 3rd time, will no longer be issued	
Grand Master Key	\$500	\$1,000	If lost a 3rd time, will no longer be issued	

Employee Name:	
Position:	
Building:	
Security Item:	
1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> or 4 <sup>th</sup> loss:	
Total Cost:	

1. Make checks payable to Central Valley School District.
2. Submit this completed form with your payment to:
  - For Keys - send to the Facilities Department
  - For Proximity cards (fobs) – send to the Technology Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date