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LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 02-009

February 1, 2002

TO: All Employees in the Capitol Complex Area

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Replacement Fee for Lost/Damaged ID/Access Cards

Beginning February 1, 2002, the Office of State Buildings will assess a \$10.00 fee to replace lost or damaged ID and Access cards. To obtain a replacement card, an employee must complete the attached form, obtain proper authorization signatures, and submit the form along with a check in the amount of \$10.00 to Nan Watts in the Office of the Secretary unless otherwise directed by your agency. Checks must be made out to the Department of Culture, Recreation and Tourism or Office of the Lieutenant Governor as appropriate. Employees will be contacted when replacement cards are ready to be picked up.

If the original card stops working through no fault of the card holder or if the card is stolen and the replacement request is accompanied by an official security/police report, no fee will be charged.

NOTE: *For security reasons, it is essential that employees report lost cards immediately.*

Attachment

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