

3341-6-9 Campus ID Card.

Applicability	All University units
Responsible Unit	The Vice President for Finance and Administration
Policy Administrator	Business Operations

(A) Policy Statement and Purpose

The Office of Human Resources will authorize the issuance of ID cards to all permanent and temporary full-time and part-time employees (faculty, administrative and classified staff) once all required hiring paperwork has been completed and the employee has been assigned a university Personal Identification Number (PIN).

The ID card identifies individuals as university employees and entitles them to discounts on items purchased at the Bookstore, Skate Shop and Peregrine Shop. The BG1 Card is prepared in the BG1 Card Center in the Bowen-Thompson Student Union.

The ID card entitles an employee to use the library and to certain check cashing privileges. Lost ID cards should be reported to the Office of Human Resources.

Additional information about the Campus ID Policy can be found in the Classified Staff Handbook. There is no information on this policy in the Administrative Staff Handbook or the Charter's Faculty Handbook although the policy does apply to employees in both groups as well.

(B) Policy

The BG1 Card is the official identification card for Bowling Green State University students, faculty and staff.

The BG1 Card provides access to campus facilities, events, and certain services. Food plans and spending accounts can be accessed using the BG1 Card.

Only the proper card holder is permitted to use their BG1 Card. BG1 Cards may be confiscated if presented by anyone besides the proper card holder.

See the BG1 Card web site for procedures and instructions related to obtaining a BG1 Card: <http://www.bgsu.edu/bg1card.html>.

Registered Date: March 17, 2015