

**RIVER VALE BOARD OF EDUCATION  
DEPARTMENT OF BUILDINGS & GROUNDS**

**LOST ID BADGE FORM**

**School/Building:** \_\_\_\_\_

**Employee's Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Badge #:** \_\_\_\_\_

**Reason for Replacement:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Buildings & Grounds  
Signature**

\_\_\_\_\_  
**Date**

Lost ID badges shall be reported to the building principal/supervisor. The employee shall be assessed a \$4.50 fee for replacement of his/her ID badge. Payment is to be made by check payable to the River Vale Board of Education and returned with this form to Mr. Ken Peterson, Director of Buildings and Grounds, River Vale Board of Education, 609 Westwood Avenue, River Vale, NJ 07675.

**\* BOE use only:**

Date payment received: \_\_\_\_\_

Check #: \_\_\_\_\_

Amount: \_\_\_\_\_