

# STANDARD ADMINISTRATIVE PROCEDURE

## 33.99.12.M0.01 Employee Identification Cards

*Approved April 15, 2004*

*Revised September 30, 2010*

*Revised September 25, 2013*

*Next scheduled review: September 25, 2018*

---

### Standard Administrative Procedure Statement

---

The Aggie Card Office is the university office responsible for producing and/or approving university identification cards, badges and access cards (ID) for Texas A&M University. Employees are full-time, part-time, or temporary faculty and staff of Texas A&M. A university affiliate is an official guest or other person having a relationship with the university that may require regular access to the university, university facilities, and/or services, and who is not an employee of the university. Affiliates include, but are not limited to employees of companies that provide contracted services to the University.

---

### Reason for SAP

---

This procedure defines the requirements, purpose and responsibilities for Texas A&M University employee and affiliate Identification Cards.

---

### Procedure and Responsibilities

---

#### 1. GENERAL

- 1.1 University Identification Cards (IDs) are the property of Texas A&M. All employees of Texas A&M are required to have a valid university ID card. ID cards may be required for affiliates for access and security purposes. Students employed by Texas A&M may use their student ID, unless required by their employing department to also have an employee ID. IDs are valid until an employee ceases employment with Texas A&M, or transfers to another department. Employing departments are responsible for making a reasonable effort to collect and destroy an employee's ID card when employment ends or when an employee transfers to another Texas A&M department. University affiliates requiring access to security sensitive or restricted areas may be required

by a unit/department head or their designee to have a A&M ID for access and/or to confirm their affiliation with Texas A&M. Affiliate ID cards are no longer valid and must be surrendered when the affiliation ends or an individual leaves the employment of the affiliate.

## 2. PURPOSE AND USAGE OF EMPLOYEE CARD

2.1 ID cards are for the purpose of identification and to provide authorized access to buildings, facilities and services. Use of an ID card to gain, or attempt to gain, unauthorized access to university buildings, facilities or services may result in disciplinary action, confiscation of the identification card and/or removal from university owned or controlled property. Possession, alteration, use or attempted use of a university identification card by anyone other than the person to whom the card is issued shall also be considered unauthorized use.

## 3. RESPONSIBILITY FOR REPORTING AND REPLACEMENT OF LOST OR STOLEN ID CARDS

3.1 Replacement of lost or stolen cards shall be the responsibility of the employee or affiliate to whom the card was issued. Employees and affiliates must report lost or stolen cards as soon as possible to the Aggie Card Office at 845-4661. If the loss or theft of a card needs to be reported after 5:00 pm on a workday, or on a weekend or holiday, the employee or affiliate should login to <http://myaggiecard.tamu.edu> using their NetID and password to deactivate the card.

---

### Related Statutes, Policies, and Regulations

---

**Regulation 33.99.12: New Employee Processing**  
<http://policies.tamus.edu/33-99-12.pdf>

---

### Contact Offices

---

[Human Resources](#) and [Student Business Services](#)