



SAFE COMBINATION COORDINATOR APPOINTMENT

Form-3102.02-C

Safe Brand: _____ Model/Serial #: _____

Department Name: _____

Location of Safe (Building & Room #): _____

Appointment and Responsibilities of a Safe Combination Coordinator

The appointment of the Safe Combination Coordinator is approved by the respective Senior Director or Dean. Only a duly appointed Safe Combination Coordinator shall have authority to request to have a safe combination changed.

The Safe Combination Coordinator is authorized to request a safe combination change when conditions warrant a change. A change in a combination code (key) is to be made whenever there is a change in the existing list of personnel having access to a safe, due to a change in employment, new assignment, vacation or sick leave, or, other reason.

The Safe Combination Coordinator communicates the code only to an authorized code recipient; a code recipient is generally a Cash Change Fund or a Petty Cash Custodian.

Certification of Safe Combination Coordinator:

I agree to accept custodianship of the safe combination:

Safe Combination Coordinator (Print name) (Signature) Date

APPROVED:

Sr. Director/Dean (Print name) (Signature) Date

Office Use Only:

Safe combination provided to Coordinator by: _____
Print Name (Locksmith) Signature Date