



## Safe Combination Access Listing

Student Business Services  
Sage Hall, Enrollment Center  
Phone: (805) 437-8810  
Mail Code: 920201

Safe Brand: \_\_\_\_\_ Model/Serial #: \_\_\_\_\_

Department Name: \_\_\_\_\_

Location of Safe (Building & Room #): \_\_\_\_\_

Safe Combination Coordinator: \_\_\_\_\_

Combination Change Date: \_\_\_\_\_

Reason the combination was changed: \_\_\_\_\_

**Safe Combination Received By:** \_\_\_\_\_  
Safe Combination Coordinator Signature Date

### INDIVIDUALS WITH ACCESS TO SAFE:

The Combination Coordinator named above is required to maintain the list below, of the individuals who have access to the safe combination. Whenever an employee leaves the department of the cash handling unit, the safe's combination must be changed and the list of individuals with knowledge of the safe combination must be noted below and *retained by the Combination Coordinator.*

Name: \_\_\_\_\_ Title: Safe Combination Coordinator

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_