Facility:

OYA Higher One Card Receipt and Destruction Log

Card Receiving						Card Destruction				
1. Date Received	2. Card Last 4 Digits	3. JJIS Number	4. Youth Last Name	5. Youth First Name	6. Received by: Initials	7. Date Destroyed	8. Last Name	9. First Name	10. Initials	11. Supervisor

1. Date Higher One Card was received in the mail.
2. Last four digits of the card number as shown on the card.
3. JJIS Number of the youth whose name appears on the card.
4. Youth last name. 5. Youth first name.
6. Two people opening the envelope and receiving the card initial here.
7. Record the date the card is destroyed.
8. Last name of the employee that destroyed the card, print legibly.
9. First name of the employee that destroyed the card, print legibly.
10. Initials of the employee that destroyed the card.
11. Supervisor or designee if absent must witness the destruction of the card and affix signature to log.

No. _____