

Sample Tracking Form

Decal #	First Name	Last Name	Issue Date	Hire Date	Term Date	Lost (L) or Stolen (S) Date	Date Replaced	Reason Replaced: L or S	Date I.D. Returned to RTD
53490	Bill	Johnson	5/3/08			6/10/08 L	6/17/08		
53491	Mary	Smith	5/4/08	2/1/08	5/31/08				6/1/08
53492	Cathy	Jones	5/5/08			7/12/08 S	7/13/08		
53493	Sharon	Baker	5/6/08						
53494	Mike	Thompson	5/6/08						
53495	Bob	Brown	5/6/08						
53496	Sally	Strong	5/7/08						
53497	Bill	Johnson	6/17/08					X	
53498	Cathy	Jones	7/13/08					X	
53499									
53500									
53501									

A tracking form will be mailed to you. You must use this form to document all transactions. If you do not receive this form with your decals, call the RTD Accounting Department at 303.299.6208.