



Key Authorization Form

DATE: _____ KEY REQUESTER: _____
(NAME OF PERSON THE KEY/S WILL BE ISSUED TO)

EMPLOYEE ID NUMBER: _____ CELL/HOME PHONE NUMBER: _____

[HOME] STREET ADDRESS: _____

[PERSONAL] EMAIL ADDRESS: _____

REQUESTED KEYS LIST BELOW						
ADDITIONAL REQUESTED KEYS AFTER INITIAL KEY REQUEST						
Building/Room						
Stamping printed on key/hook number						
Date Issued						
Issued By						
Date Returned						
Received By						

DEPARTMENT/DIVISION: _____ TITLE: _____

CLASSIFIED PERMANENT PROVISIONAL

FACULTY FULL TIME ADJUNCT

STUDENT OTHER: _____

PLEASE INITIAL & SIGN BELOW ACKNOWLEDGING THE FOLLOWING:

- ___ 1. I WILL NOT DUPLICATE THIS KEY UNDER PENALTY OF CALIFORNIA PENAL CODE
- ___ 2. I WILL NOT LOAN THIS KEY TO ANOTHER PERSON
- ___ 3. WHEN MY NEED OR EMPLOYMENT TERMINATES WILL RETURN ALL KEYS TO ADMINISTRATIVE SERVICES

REQUESTER: _____ DATE OF SIGNATURE: _____

AUTHORIZED BY: _____ DATE: _____

CAMPUS AUTHORIZATION: _____ DATE APPROVED: _____

KEY REQUESTS REQUIRE APPROVAL FROM THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES

Please plan for a (7) day wait time for processing once approved.

BP 6520
Security for District Property

Administrative regulations shall be established to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

See Administrative Regulation 6520

Reference: Education Code Section 81600, et seq. Adopted by the Governing Board: March 7, 2006

AR 6520
Security for District Property

Distribution of Keys

Each Vice President-Administrative Services/Associate Business Manager at each site will be responsible for distributing keys to employees at each site. The Vice Chancellor-Finance and Administration is responsible for distributing keys at the District Office.

Keys will be issued only to officers or employees of the District and to outside contractors who must have access to service areas. Keys shall not be issued to students. Any keys essential to the work of student employees shall be checked out to the student as needed at the beginning of his/her shift and check in at the end of his/her shift. Keys will be issued only as actually needed for the employee to properly perform his/her work.

Each Vice President-Administrative Services/Associate Business Manager or the Vice Chancellor-Finance and Administration for District Office employees will be responsible for tracking keys issued to each employee.

Under no circumstances shall keys be transferred to or loaned to an unauthorized person.

Upon transfer or reassignment within the District, the employee shall turn in keys that are no longer needed and request the required new keys. This process shall be the responsibility of the employee and his/her immediate supervisor.

Adjunct faculty shall be assigned keys only as required for their assignment. Adjunct faculty shall turn in keys at the end of each semester or session as part of a check-out procedure unless they are assigned to teach during the next session and will need the same keys in their upcoming assignment.

Reference: Accreditation Standard III.B.1

Adopted by Chancellor's Cabinet: August 18, 2008