

REEDLEY COLLEGE/SCCCD

Key Authorization Form

DATE: _____ KEY REQUESTOR: _____
(PRINT OR TYPE: NAME OF PERSON THE KEY/S WILL BE ISSUED TO)

TIGER ONE CARD NUMBER: _____ EMPLOYEE ID NUMBER: _____
NECESSARY FOR VEREX ALARM INTEGRATION

CELL/HOME PHONE NUMBER: _____ [HOME] STREET ADDRESS: _____

CITY: _____ ZIPCODE: _____

LIST ALL OF THE REEDLEY CAMPUS KEYS CURRENTLY ISSUED TO YOU:					
List the location that each key opens (If known)					
List the stamping printed on each key					

IDENTIFY BELOW THE KEYS YOU ARE IN NEED OF	
Building Name & Room Number and/or Office Number	Alpha-Numeric Stamping Printed on the Key/s (if known)

IF APPLICABLE, LIST ANY/ALL KEYS YOU ARE RETURNING:				

DIVISION/DEPARTMENT: _____ PERMANENT _____ ADJUNCT _____ DATE TO RETURN KEY: _____

Dean, Manager or Supervisor to determine

CONTRACTOR NAME: _____ DATES OF WORK: _____

PLEASE INITIAL & SIGN BELOW ACKNOWLEDGING THE FOLLOWING:

1. I WILL NOT DUPLICATE THIS KEY UNDER PENALTY OF CALIFORNIA PENAL CODE 469.
2. I WILL NOT LOAN THIS KEY TO ANOTHER PERSON.
3. WHEN MY NEED OR EMPLOYMENT TERMINATES I WILL RETURN ALL KEYS TO ADMINISTRATIVE SERVICES

Requestor: _____ Requestor's Email Address: _____
Employee Signature **SIGN UPON RETRIEVAL**

Authorized by: _____ Authorization: _____
Dean / Manager's Signature Vice President of Administrative Services / Master Key Requirement

MASTER KEYS REQUIRE APPROVAL FROM THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES

ONCE COMPLETE, FORWARD THIS FORM TO ADMINISTRATIVE SERVICES

TigerOne # to PD

Notified:

Inputted:

Ordered:

Retrieved:

Returned:

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

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