

SMCC KEY/SWIPE CARD RETURN FORM

The South Community College Public Safety Department is responsible for the issuance of keys/swipe cards that control access to buildings, offices and other lockable areas on campus.

Keys/swipe cards are not to be duplicated, loaned or transferred to other employees. The college employee to whom the key/swipe card is issued is personally responsible for how the key/swipe card is used and for the return of the key/swipe card.

A lost or stolen key/swipe card must be reported to the Public Safety Department immediately.

Replacement requests for lost/stolen keys-swipe cards require a Public Safety report attached to the key/swipe cards request form. The report must be filed before a request for keys/swipe cards will be filled.

Employees may held responsible for any cost incurred by SMCC to replace the lost property.

Please print legibly or type. Provide ALL information requested.

Date: _____ Quantity: _____ Department: _____

Printed Name of Person Returning Key/Swipe Card: _____

E-Mail: _____

Phone Extension: _____ MEID#: _____

Circle One: Instructor/Adjunct Athletics Staff/Other

Key/Card	BLDG	ROOM #	NEW	STOLEN	LOST	DAMAGED	LOCK/KEY #

PRINT NAME

SIGNATURE

DATE

***PUBLIC SAFETY PERSONNEL ONLY**

RECEIVED BY

DATE