

SMCC INDIVIDUAL KEY/CARD RETURN FORM

The South Community College Police are responsible for the issuance of **KEYS/CARDS** that control access to buildings, offices and other lockable areas on campus.

Keys/Cards are not to be duplicated, loaned or transferred to other employees. The college employee to whom the key/card is issued is personally responsible for how the key/swipe card is used and for the return of the key/card. Please refer to the key/card access policy terms and conditions published on the SMCC website.

<http://www.southmountaincc.edu/public-safety/key-card-access/>

Keys and access cards must be surrendered to Public Safety upon transfer, termination, or end of contract within 5 days of vacating the space.

Please provide ALL information requested.

Date returned: _____ Department: _____

Printed Name of person assigned Key/Card: _____

E-Mail: _____

Phone Extension: _____ Cell#: _____

Circle One: Faculty Adjunct Full time Staff Part-time Staff

Specify location(s) where keys/cards provided authorized access

Key	Card	BLDG	ROOM #	Specific key code # or card ID #
Example				
J		LRC	138	AN2

Signature of person returning keys/card Returned Date

College Police Officer's signature receiving keys/card Returned Date