SOUTH MOUNTAIN COMMUNITY COLLEGE
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

<table>
<thead>
<tr>
<th>Key</th>
<th>Card</th>
<th>BLDG</th>
<th>ROOM #</th>
<th>Specific key code # or card ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>LRC</td>
<td>138</td>
<td>AN2</td>
</tr>
</tbody>
</table>

Signature of person returning keys/card

Returned Date

College Police Officer’s signature receiving keys/card

Returned Date

Revised 5/1/2018