

# 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**

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



**SOUTH MOUNTAIN  
COMMUNITY COLLEGE**  
A MARICOPA COMMUNITY COLLEGE

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602.243.8000 | Southmountaincc.edu  
The Maricopa Community Colleges are EEO/AA  
Institutions.