

VICTOR VALLEY COLLEGE DISTRICT
EMPLOYEE KEY REQUEST FORM

Date _____

Name _____ Employment Classification _____

Area of Assignment _____ Room # _____

Access Points _____

Dean-Director-Supervisor Signature _____

Date of Release _____

Key Issuer _____

Lost keys or proxy cards represent a substantial liability for security and property loss to the college. It must be impressed upon the employee the responsibility that they assume when they check out keys or proxy cards. The District takes these losses very seriously.

The employee **must report** the loss of any keys or proxy card immediately to either Campus Police or the M&O department. Upon notification of any lost keys the M&O department will immediately start the process of changing the locks of all affected areas. Upon notification of a lost proxy card the M&O department will immediately deactivate the card. The employee's Area Administrator must provide approval before replacement keys are provided.

All employees who leave the college will visit the Human Resources department as their last stop. In that instance, the Human Resources department shall not process the employee's final paperwork without a key return receipt from the M&O department. The key return receipt is only valid if signed by the Executive Director of Facilities & Operations, M&O Clerical Tech, or Locksmith.

By signing I have read and acknowledge the information above,

Employee Signature _____