

### Process for Requesting a Key for Full-Time employee

1. Yellow Key Card must be filled in completely (available in mailroom). Include Room Number, Building or Key number if you have it available. (someone else may have the same key in your area)
2. Keys are for Full-Time Staff ONLY. Exceptions can be made in writing by the VP in your area to the Vice President of Administrative Services for approval.
3. Keys will be available within a 24 hours unless a request for a key that is not readily available may take a bit longer. A timeline will be provided upon knowing how long it will take a key to be made.

Please remember that keys are district property and should not be traded off between staff. If there are changes in rooms or assignments keys must be turned in and a new card filled out for new keys. All keys not being used must be returned to the mailroom for inventory purposes.

## HARTNELL COMMUNITY COLLEGE DISTRICT AUTHORIZATION TO ISSUE KEYS

NAME ..... Jane Doe ..... ID# ..... 0123456 ..... EXT# ..... 6000

Description or Room#	BLDG.	KEY#	HOOK#
1. Lobby	B	12-33	
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
5. ....	.....	.....	.....

AUTHORIZED BY:..... DATE:.....

ISSUED BY:..... DATE:.....

PERSON SIGNING FOR KEYS BECOME RESPONSIBLE MAKE SURE ALL KEYS  
ARE TURNED IN WHEN NO LONGER NEEDED.

### I UNDERSTAND THAT:

- \* KEYS ARE DISTRICT PROPERTY.
- \* EMPLOYEES ASSUMES THE RESPONSIBILITY FOR KEYS  
ISSUED TO THEM.
- \* KEYS ARE NOT TO BE DUPLICATED.
- \* KEYS ARE NOT TO BE PASSED TO ONE ANOTHER.
- \* KEYS NO LONGER NEEDED ARE TO BE RETURNED TO  
THE BUSINESS OFFICE PROMPTLY.
- \* THE DISTRICT HAS THE RIGHT TO WITHHOLD PAYROLL  
WARRANTS UNTIL THE ABOVE OBLIGATIONS ARE  
SATISFIED.

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SIGNED

MASTER KEYS MUST BE APPROVED BY THE VICE PRESIDENT OF  
ADMINISTRATION