

KEY (ACCESS) REQUISITION

Please provide the following information for the issuance of a new key, TEK key (electronic), OR to revise access to your existing TEK key.

NOTE: It is not necessary to return your TEK key when requesting access changes

Employee Information:

Employee Name: _____

Department: _____

Extension: _____

Is this employee a new hire? Yes No

This is a replacement key for one that was lost/stolen.

Employee Type:

Full-Time Faculty

Adjunct Faculty (Term: _____)

Classified

Administrator/Manager

Other: _____

Request is for access to the:

(Please complete separate forms for each campus)

Valencia Campus

Canyon Country Campus

Keys/Access to:

Building/room (ex. BONH-115, CHCH-201):

Desk, Filing cabinet, storage cabinet (include the number on the lock, if available):

Requestor's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Upon Receipt of Key

Keys are not to be duplicated or transferred. There is a \$25.00 fee for replacing TEK (electronic) keys that have been lost or stolen. It is the employee's responsibility to report lost or stolen keys to Campus Safety as soon as possible.

I have read and understand the instruction on the back of this form:

Key Received By (Employee's Signature): _____ Date: _____

After keys are received return signed form to the district Locksmith.

Date Locksmith received returned key:

Procedures

- Complete the information on the first page with the exception of the “Upon Receipt of Key” section, this section should only be completed when the employee receives the key.
- Obtain the approval of the immediate supervisor.
- Address your forms to the Locksmith and submit to the Warehouse or Facilities
- When the employee receives their key they should complete the “Upon Receipt of Key” section and return the signed form to the Locksmith.
- In the event of a lost/stolen TEK key, it is the employee’s responsibility to notify Campus Safety. The \$25.00 replacement charge may be submitted to Fiscal Services, a copy of the receipt should be attached to the Key Requisition form for its replacement.

Faculty:

- Division Deans are responsible for generating and/or approving key requisitions for teaching faculty.
- Adjunct faculty not teaching in the following semester/term MUST return their keys to their Division Dean at the end of the current semester/term.