

# KEY AND ID CARD ACCESS REQUEST FORM

**Date of Request:** \_\_\_\_\_

Scottsdale Community College keys, access control cards, and ID cards are considered MCCCCD property and are subject to all applicable District Administrative Regulations. Issuance of a MCCCCD key/card(s) is accompanied by responsibility for our College property.

Keys and cards are loaned with the understanding that they will be valued as all other loaned District property for the effective accomplishment of your assignment. Any loss or damage to College keys shall be immediately reported to the College Safety Office.

When a key or card is assigned to an employee, they are responsible for the return of the key/card(s) at the completion of their assigned duties. All keys/cards shall be returned to the College Safety office.

Last Name: _____	First Name: _____
Department: _____	Phone Number: _____
Supervisor: _____	Phone Number: _____
Employee ID Number: _____	Status: _____ <small>(Faculty, Staff, Adjunct, Temp, etc.)</small>

Please list the building and/or room number and check whether you will need key or ID card access

Buildings/Room numbers/Special Instructions, etc.	KEY	ACCESS CARD	Days/Hours
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

\_\_\_\_\_  
Supervisor Signature

# ACCESS CONTROL CARD/BADGE – SIGNATURE CARD

Employee Name \_\_\_\_\_

Employee ID Number \_\_\_\_\_

Access Control Card Number \_\_\_\_\_

## Access Control Card Badge Issued

\_\_\_\_\_  
Date Employee Signature Public Safety (Print) Public Safety (Signature)

## Access Control Card Badge Returned

\_\_\_\_\_  
Date Employee Signature Public Safety (Print) Public Safety (Signature)

