SAN DIEGO

Miramar
COLLEGE

SAN DIEGO MIRAMAR COLLEGE
KEY/ALARM REQUEST FORM

EMPLOYEE NAME: _____   **EMPLOYEE #**:** _____

(Last/First/MI)   (Last 4 of SSN; **NOT** CSID#)

DEPT/DIVISION:
- ☐ Administrative Srvs.
- ☐ Bookstore
- ☐ Math & Science
- ☐ College Police/Parking
- ☐ Continuing Ed.
- ☐ District IT
- ☐ District Warehouse
- ☐ Facilities Services
- ☐ Food Services
- ☐ Instructional Services

- ☐ Liberal Arts
- ☐ Library & Technology
- ☐ President's Office
- ☐ Public Safety
- ☐ Student Affairs
- ☐ Student Services
- ☐ Bus, Tech Careers
- ☐ City P & R - Aquatics
- ☐ City P & R - Park
- ☐ Other _____

EMPLOYEE TYPE:
- ☐ Academic
- ☐ Classified
- ☐ City Parks & Rec
- ☐ NANCE (special)
- ☐ Other _____

EMPLOYEE DESCRIPTION:
- ☐ Contract
- ☐ Adjunct
- ☐ Academy/In-Service
- ☐ Pro-Rata
- ☐ Retiree
- ☐ City Parks & Rec
- ☐ NANCE (special)
- ☐ Other _____

EMPLOYEE TITLE:
- ☐ Faculty – Classroom
- ☐ Faculty – Non-Classroom
- ☐ Staff
- ☐ Manager
- ☐ Supervisor
- ☐ NANCE (special)
- ☐ Other _____

KEY/ALARM REQUESTED FOR:
(Be sure to indicate letters of individual offices, i.e. A101a)
(If code only is needed, please indicate)

Bldg/Room #	Bldg/Room #	Bldg/Room #	Bldg/Room #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I, the undersigned, acknowledge receipt of the keys designated below. I agree not to loan, transfer, give possession, misuse, modify or alter the below keys. I further agree not to duplicate any San Diego Community College District keys.

It is understood that the key(s) are to be turned over to the campus College Police office in room T-101 upon the end of the current semester, resignation, retirement or when the need to have the key(s) no longer exists (i.e., change of assignment on campus.) Keys are **NOT** to be passed on to anyone else.

I understand that my final pay warrant will not be issued until all keys are returned.

Employee Signature: _____   Date: _____

Authorizing Administrator's Signature: _____   Date: _____

VP Administrative Srvs Signature: _____   Date: _____

(Route ALL copies to the College Police Office once all signatures have been obtained)
FOR OFFICE USE ONLY

KEYS	HOOK NO.	KEY #	ROOM #(S)	DATE ISSUED	ISSUED BY	REC BY	DATE RETURNED	REC BY

ALARM CODES	ROOM #(S)		DATE CODE ISSUED	ISSUED BY

**PLEASE NOTE: If you forget your code, you must provide the above Employee # to receive your code from Dispatch

Distribution: White—College Police   Yellow—Employee Receipt with Keys Issued   Pink – Business Office

REVISED 12.04.20 LT