



SAN DIEGO MIRAMAR COLLEGE

KEY/ALARM REQUEST FORM



EMPLOYEE NAME: _____ EMPLOYEE #** : _____
(Last/First/MI) (Last 4 of SSN; NOT CSID#)

DEPT/DIVISION:		EMPLOYEE TYPE:	EMPLOYEE DESCRIPTION:	EMPLOYEE TITLE:
☐ Administrative Svcs.	☐ Liberal Arts	☐ Academic	☐ Contract	☐ Faculty – Classroom
☐ Bookstore	☐ Library & Technology	☐ Classified	☐ Adjunct	☐ Faculty – Non-Classroom
☐ Math & Science	☐ President's Office	☐ City Parks & Rec	☐ Academy/In-Service	☐ Staff
☐ College Police/Parking	☐ Public Safety	☐ NANCE (special)	☐ Pro-Rata	☐ Manager
☐ Continuing Ed.	☐ Student Affairs	☐ Other _____	☐ Retiree	☐ Supervisor
☐ District IT	☐ Student Services		☐ City Parks & Rec	☐ NANCE (special)
☐ District Warehouse	☐ Bus, Tech Careers		☐ NANCE (special)	☐ Other _____
☐ Facilities Services	☐ City P & R - Aquatics		☐ Other _____	
☐ Food Services	☐ City P & R - Park			
☐ Instructional Services	☐ Other _____			

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

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 Svcs 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