

OFFICIAL MERCED COMMUNITY COLLEGE DISTRICT FORM
AUTHORIZATION TO ISSUE KEY
 ADMINISTRATIVE SERVICES/#MC2551/REVISED, MARCH 2024

INSTRUCTORS: THIS FORM IS NOT NEEDED FOR ROOM KEY(S) THAT HAVE BEEN ASSIGNED TO YOU THROUGH THE CLASS SCHEDULE. LAB AND ALL OTHER KEYS REQUIRE THIS FORM

Print Name _____ Position Title _____ ID # _____
 Phone _____ Email _____ Date _____

REQUESTED KEYS:	LIST KEY OR ROOM NUMBER(S)
Room Key Requires signature (1) and (2)	_____
Exterior Building Key Requires signature (1) and (2)	_____
Building Master *Requires signatures (1), (2), (3), and (4)	_____
Grand Master *Requires signatures (1), (2), (3), and (4)	_____

ADMINISTRATIVE PROCEDURE 3143	
Room Key	Faculty, Adjunct, Classified Staff, Part-Time Classified
Exterior Building Key	Faculty, Adjunct, Classified Staff, Part-Time Classified, and Staff Residing in Building
Building Master:	All full-time Maintenance, Custodian, Security, Events, Audio Visual, Property Control (including Warehouse and Mailroom) staffs, Dean/Area Directors and Area Secretaries
Grand Master:	Facilities Management, Law Enforcement, Locksmith and Senior Administration

AUTHORIZING SIGNATURES

Save form and add requestors last and first name and date to the end of file.
 (Example: KeyAuthorization_LastFirst_2024-03-28)

(1)	_____	_____
	Manager/Supervisor/Dean Signature	Date
(2)	_____	_____
	Area Vice President Signature	Date
(3)	_____	_____
	*Director of Facilities Management Signature	Date
(4)	_____	_____
	*Vice President of Administrative Services Signature	Date

By signing below, you agree to protect key(s) from harm, loss, duplication, and misuse by yourself or others. You also acknowledge that you have received, understood, and agreed to Board Policy 3143, CA Penal Code §469, "Unauthorized making, duplicating, use or possession of a key is a misdemeanor." Furthermore, you understand and agree that losing a key or keys, will result in a charge of \$50.00 per key.

_____ Date

Employee Signature

OFFICE USE ONLY	_____ Date
------------------------	------------