



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
BU-1.1.14	Key Issuance	07/01/2007	

I. Key Records

The Accounting Office is responsible for requesting new keys to be made as well as maintaining the records as to who has a particular key. Department Heads will be responsible for determining the authorization of keys for specific areas/spaces. All key requests must be approved by the Vice President of Business Affairs prior to issuance. No master keys will be issued without specific approval from the Vice President of Business Affairs; grand master keys to the campus require approval from both the Vice President of Business Affairs and the President.

II. Procedures

1. The Department Head sends a written request to the Accounting Office for a key to be assigned to specified personnel for a specified area/space.
2. If necessary, a work request will be submitted to Physical Plant to make a key and code it with a number stamp.
3. A key control card will be completed indicating the code number and the door/room the key will open.
4. The Department Head will be notified when the key is ready for the personnel to be assigned the key can come and pick it up at the Accounting Office.
5. The personnel assigned the key will be asked to sign the key control card acknowledging receipt of the key(s).
6. When the employee is no longer in need of keys, the individual must return the keys to the Accounting Office and sign the key control card again stating that they keys have been turned in.

III. Lost Keys

Lost and found keys must be immediately reported to the Accounting Office; there will be a \$50.00 charge to the employee for each lost key. When an employee terminates their association with the College, their key must be returned on the last day of employment; the employee's last paycheck will be withheld until all keys have been returned.

IV. Lock Cores



Changing the combination of lock cores will be handled in the same manner as with the issuing of new keys.

V. **Loaning Out Keys**

Keys must not be loaned out and must be safeguarded at all times.