



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA COLLEGE
REQUEST FOR ISSUANCE OF KEY FOB**

TO: MAINTENANCE AND OPERATIONS — SAC — Z-101 **FOB # ISSUED** _____

FROM: _____
ADMINISTRATOR – PRINT NAME ADMINISTRATOR – SIGNATURE DATE

PLEASE ISSUE FOB AS INDICATED TO: _____
PRINT: LAST NAME FIRST NAME M.I.

FULL TIME PART TIME PHONE#: _____
POSITION _____
 CERTIFICATED CLASSIFIED INSTR. AIDE
DEPARTMENT _____

BUILDING ACCESS LEVELS:

M&O - Office Gates I BLDG.
 Administrative Full Access

IMPORTANT – TERMS AND CONDITIONS

- ✓ **CURRENT PICTURE ID** will be required at time of pick up with **EVERY** key fob issuance form. Employees **MUST** make arrangements to pick up their own fob **IN PERSON** at Maintenance and Operations Z-101 during regular office hours. Please call our office with any questions or concerns.
- ✓ Employees are solely responsible for **EACH** fob they sign for. If a fob is lost, a replacement fee will be charged and must be paid prior to issuance of a new fob (currently \$10 per fob payable at the Student Business Office). Call Maintenance and Operations for current payment information and instructions. Fees subject to change.
- ✓ Fobs are **NOT TRANSFERRABLE** among faculty and staff. A fob request form must be completed for each employee.
- ✓ **ONLY ORIGINAL APPROVAL SIGNATURES** will be allowed for security reasons. **NO PHOTOCOPIES.**
- ✓ **STUDENT EMPLOYEE/SHORT TERM EMPLOYEES** are not issued key fobs.
- ✓ **ALL PART TIME FACULTY** are required to return their fobs at the end of each semester. *No exceptions.*
- ✓ **ALL FACULTY/STAFF** are required to return their fobs at the end of their employment. *No exceptions.*
- ✓ Upon return of their fob, employees will receive a receipt. Keep this receipt in a safe place. In case of any problems, this will be your only proof of return and the only way to avoid paying any fees. *No exceptions.*
- ✓ Your file with Maintenance and Operations will not be cleared with Human Resources until all keys/fobs assigned to you have been turned in and all fees for lost keys have been paid.

By signing below I am confirming that I have received and accepted the fob under the above terms and conditions.

Employee signature _____ Date: _____ Issued by _____

OFFICE USE ONLY

Entered by: _____ Date: _____ Removed by: _____ Date: _____