

# KEY REQUEST FORM

Scottsdale Community College - 9000 E. Chaparral Rd, Scottsdale AZ 85256

Date of Request: \_\_\_\_\_

Scottsdale Community College keys are considered MCCCCD property and are subject to all applicable District Administrative Regulations. Issuance of MCCCCD key(s) is accompanied by responsibility for our College property. Keys are issued with the understanding that they will be valued as all other loaned District property for the effective accomplishment of your assignment. Any loss of or damage to college keys shall be immediately reported to the College Police Office.

**This form shall be completed, signed by the employee's supervisor, scanned and attached to the Maintenance Request for submission to the Facilities Office. [Submit a Maintenance Request](#)**

Keys will then be made and delivered to the College Police office for pick up. Employees will be notified by email when the Key(s) has/have been delivered to the College Police Office.

**If you have any questions regarding this form or its submission, please contact the Facilities Office.**

When a key or card is assigned to an employee, the employee is responsible for the return of the Key/Card(s) at the completion of their employment. All Key(s)/Card(s) should be returned to the College Police Office.

## EMPLOYEE INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Status: \_\_\_\_\_

Please list the building and/or room number and any special instructions:

Supervisor Signature: \_\_\_\_\_



**SCOTTSDALE  
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

The Maricopa County Community College District (MCCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit [www.maricopa.edu/non-discrimination](http://www.maricopa.edu/non-discrimination).