Please complete the following information for a new key, TEK key (computerized) OR to revise access to your existing TEK key. NOTE: It is not necessary to return your TEK key when adding additional locations.

Date: ____________________________    
Name: ____________________________
Department: ________________________
Extension: _________________________

☐ If replacement TEK key, check here and refer to procedures below.

Check one (required):
☐ Full-Time Faculty
☐ Full-Time Classified
☐ Part-Time Faculty (semester:___________)
☐ ____________________________

☐ Check here if New Hire

I request key and/or access to: (Note: if you already have a TEK key, do not return it, simply note that you would like to add a room to access privileges. You only ever need one TEK key.)

☐ VALENCIA CAMPUS    ☐ CANYON COUNTRY CAMPUS
(Please complete separate forms for each campus.)

BUILDING/ROOM(S) (e.g., Aliso-203): __________________________________________
________________________________________
________________________________________

DESK, FILE, CABINET, STORAGE CABINET (include number on lock, if available:
________________________________________
________________________________________

OTHER ACCESS AS FOLLOWS (please be specific):
________________________________________
________________________________________
________________________________________

Requester’s Signature: ____________________________    Date: ____________________________
Supervisor: ____________________________    Date: ____________________________
Facilities: ____________________________    Date: ____________________________

Upon Receipt of Key
I have read and understand the instructions on the back of this form:

Key Received by: ____________________________    Requester’s Signature: ____________________________    Date: ____________________________

For Office Use Only
Date Key Returned: ____________________________
Procedures

1. The Instruction Office is responsible for generating and/or approving key requisitions for all full-time and part-time instructors.

2. Complete all information except “Received by” (recipient will sign when picking up key).

3. Obtain immediate supervisor's approval. (All key requests for instructors are to be approved by the Instruction Office.)

4. Place form in the Warehouse mailbox. Instructors: Submit your form to the Instruction Office; they will forward to Warehouse once it is approved.

5. When key is received, sign in the “Received by” section and keep the pink copy. The white copy is returned to Warehouse.

6. Keys are not to be duplicated or transferred.

7. If a replacement cabinet key is requested, please indicate the label number of the lock (if available).

8. Lost TEK Keys: There is a $25.00 fee for replacement TEK keys. Please make your check payable to College of the Canyons and submit with your form. It is the employee’s responsibility to report lost keys to Security as soon as possible.

IMPORTANT: ALL ADJUNCT INSTRUCTORS WHO ARE NOT RETURNING THE FOLLOWING SEMESTER, ARE REQUIRED TO RETURN THEIR KEYS TO THE INSTRUCTION OFFICE AT THE END OF THE SEMESTER.