



PALOMAR COMMUNITY COLLEGE DISTRICT

**KEY & CARD ACCESS RETURN FORM**

TO: **FACILITIES OFFICE**

DATE:

KEY/CARD HOLDER NAME:

DEPARTMENT:

Key/Card Number	Building	Room Number	Reason for Return	Employment Classification (Please check one box only)
			<input type="checkbox"/> Change Room Assignment	<input type="checkbox"/> Adjunct Faculty
			<input type="checkbox"/> Extended Leave	<input type="checkbox"/> Executive Administration
			<input type="checkbox"/> Resigned	<input type="checkbox"/> Permanent Faculty
			<input type="checkbox"/> Retired	<input type="checkbox"/> Permanent Classified
			<input type="checkbox"/> Terminated	<input type="checkbox"/> Temporary Employee
			<input type="checkbox"/> Transferred	
			<input type="checkbox"/> Campus	
			<input type="checkbox"/> Department	

Print out this form and place filled out form and key(s) and/or card in an inter-office envelope. Please turn in your district key(s) and/or card to the Mail Center (A-23), through campus mail or walk or drive to the Facilities Office (RS Building). For our location on a map go to:

<http://www2.palomar.edu/pages/about/files/2015/06/campusmapOct2014.pdf>.

A key and/or card return confirmation will be e-mailed to your attention.

If you are separating from the district (**resign/retirement**), please turn in your District key(s) and/or card to Human Resources (room ST-1) or to the Facilities office (RS Building).

**Under no circumstances are keys/cards to be transferred to another employee.**

Persons in possession of unauthorized keys may be guilty of a misdemeanor as outlined in [California Penal Code Section 469](#).

**Submit 1 copy to the Facilities Office, Retain 1 copy for your records**