

Chapter 6 - Business and Fiscal Affairs

AP 6975 Key Issuance Regulations

Subject to the emergency provisions outlined in this procedure, the issuance of AAS1, AAS2, AD, and AB keys must have the approval of the Chief Fiscal Officer (CFO).

A request to re-key an office or an area must be approved by the Chief Fiscal Officer. AAS3 keys will not be issued except in emergencies with the approval of the Chief Fiscal Officer.

All requests for other keys must have the approval of the appropriate manager and the Chief Fiscal Officer:

- A. If the CFO is on campus during the day of submission of the key issuance form, the key requisition will be signed by the CFO or his/her designee before the close of business that day.
- B. Should the CFO be on campus but not immediately available and any delay would prevent the individual requesting the key access to that area so as to prevent him/her from doing his/her work, the key request can be signed by the Director, Facilities Planning and Management.
- C. If in the above circumstances where the CFO is on campus and the Director, Facilities Planning and Management is not available and it is still considered an emergency, the request may be signed by the College President/CEO or the Chief Instructional Officer.
- D. All of the above procedures will also apply under circumstances where the CFO is not on campus the day of the request.
- E. In an emergency, the Head Air Conditioning and Heating Mechanic; Head Construction and Repair Worker; Head Electrician; and Head Plumber are authorized to approve or draw temporary restricted keys for emergency access. In addition, managers are authorized to approve issuance of restricted keys for emergency access. After issuance of the restricted area key, Key Control shall notify the affected manager.

Temporary issue of room keys will be made under the following circumstances:

- A. Vendors, non-district service persons, contractors, and one-day substitutes may be issued a temporary room key for a 24-hour period upon approval of an appropriate manager.
- B. College service personnel may be issued a temporary room key in order to carry out their work assignment. An approved list of authorized persons will be kept on file in Fiscal Services. Keys to restricted rooms must have approval of the appropriate manager.

Lost Keys

Loss is to be reported in writing to the appropriate Vice President through the appropriate manager. Upon approval of the appropriate Vice President and the payment of the proper fee as indicated on the Fee Schedule, a replacement may be issued.

Lost Key Fee Schedule

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|--------------------|-------|
| AA Key | \$100 |
| AD Key | \$100 |
| AB Key | \$25 |
| Restricted Key | \$25 |
| Room Key | \$6 |
| Cabinet Master | \$5 |
| Cabinet File, Desk | \$3 |

Restricted Keys

Keys to restricted areas require the signature of the manager in charge of the restricted area and the appropriate Vice President.

Return of Keys

All keys issued must be returned and checked in prior to receiving final pay warrant.

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