

BMCC KEY CONTROL SYSTEM AGREEMENT

This form must be signed and dated by employee and initialed by a witness of the Department of Buildings and Grounds staff member in order to receive authorized key(s).

I am in receipt of the key(s) identified by the serial number(s) shown. I agree to return campus key(s) to the Department of Buildings and Grounds upon my termination, separation or retirement from the College. I understand that failure to return key(s) may result in a deduction of \$100.00 per key from my final paycheck from Blue Mountain Community College.

Serial number(s) of key(s) assigned:

Employee printed name

Date

Employee signature

Department of Buildings and Grounds staff signature

Ref: Admin Procedure 01-2003-0003 Rev: 09/05