

Personnel Services Office
Yuba College

CAMPUS ACCESS KEY REQUEST FORM

Campus access keys for permanent Yuba College Campus staff (excludes temporary), and are to be approved by the appropriate Division Dean or Manager and the Personnel Director.

Note: Replacement keys will cost \$25 each.

Print Name

Title

Office Location

KEYS ISSUED

KEYS RETURNED

Building/ Room	Key #	Date Issued	Employee Initials		Date Returned	Verifying Signature

APPROVALS

(Obtain approval of Division Dean or Manager AND Personnel Director prior to picking up key(s) at Maintenance Department—Room 1403.)

Division/Cognizant Dean or Manager

Date

Director, Personnel Services and Human Resources

Date

Maintenance Department

Date

Return Original to Personnel Services

Revised 10/4/2006