Central New Mexico Community College

Key Inventory/Signature Card (Front)

Name: _____ _____ **Position:**_____
Last **First**

Last 5 (SSN): ___ --_____ **Ext:**_____ **Home Phone:** _____--_____

Home Address: _____

City: _____ **State:** _____ **ZIP:** _____

Acknowledgement of responsibility for proper use of keys: I acknowledge receipt of the keys listed on the reverse side of this card and assume full responsibility for their proper use until returned to the CNM Security Department or Key Control personnel. In particular, I agree not to make or allow others to make duplicates of keys to any facility owned or controlled by CNM without the prior **written** approval of the College. I will not loan, barter, sell or give the keys entrusted to me to personnel not employed by CNM. I am aware that to do so may be a violation of the New Mexico Criminal Statutes, Section 30-14-2, NMSA 1978.

Signed: _____ Date: _____

Witness: _____ Date: _____

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Key Inventory/Signature Card (Back)

#	Campus	Key Code	Building	Room #	Date Out	Date In	Initial
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							