

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Finance and Administration

POLICY/PROCEDURE: Keys

DATE: March 1, 1993

NUMBER: 3.42

REVISION(S):

A number of key controls have been developed to assist in campus security. Staff will be issued appropriate keys for the buildings to which they need access. If additional keys are needed, staff may make request to the Vice President of Finance and Administration.

All keys must be returned upon resignation or termination of employment during the exit interview as a condition of receiving any final pay.

AUTHENTICATION (Signature):

COPP

President

3/1/93
(Date)

3.42