Exhibit #9

ISSUANCE OF KEY(S)

Name: _____
(First) (Middle Initial) (Last)

I have received the following key(s): The following key(s) have been returned:

KEY NUMBER	INITIAL	DATE	RECEIVED BY	DATE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Security of college buildings, materials, and equipment is a responsibility of all who are issued a key. In accepting the above-listed college key(s), I agree to comply with the following conditions:

1. I will not have a duplicate key made or allow one to be made; nor will I alter a key or allow my keys to be altered.

2. I will allow others to use the key(s) with careful discrimination, knowing that I am responsible.

3. If the key(s) is/are lost or stolen, I will report the loss immediately to the Vice President of Finance & Administration.

4. Upon termination of employment with the college, I will return the key(s) to the Buildings & Grounds Superintendent.

_____
Employee Signature Date