**Keys & Distribution of Keys Policy**

Keys for campus buildings and offices are available from the CFO/Business Office. Faculty members may obtain a requisition for keys from the Provost & Vice-President for Academic Affairs. Faculty must not duplicate keys or pass keys from one member to another. Keys remain the property of SCU.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 7.07.9  
Policy Revised:*