



KEY REQUEST FORM

Procedure: Complete key request then route to immediate Supervisor and/or Dean/VP for signature. Send request to the Key Shop @ Campus Services. You will be contacted when key(s) are ready for pick up. Individual requesting key MUST sign for key(s) in person. You may contact the Key Shop at 360-442-2265.

REQUEST INFORMATION

Name of Individual Whom Key(s) to be issued: _____ Date of Request: _____

Employee Identification Number: _____

Job Title: _____ Position Type: _____

Work Phone: _____ Office Building and Room #: _____

Please list area's where access is needed. Provide building and room numbers.

Building _____ Room # _____

Building _____ Room # _____

Date key(s) needed: _____

Please note if key(s) are not picked up within 2 weeks of request date, you will be required to fill out a new key request form.

Supervisor Name: _____ Supervisor Signature: _____ Date: _____

VP, Dean or Director Name: _____ VP, Dean or Director Signature: _____ Date: _____

If this is a replacement key for a lost/stolen key please pay Cashiering \$25 per key or \$100 for a 205 or 209 and attach the receipt to this form.

UPON RECEIPT OF KEY(S)

Key(s) Issued: _____

I, _____, hereby acknowledge that I have been assigned the above key(s) for facilities at Lower Columbia College. I understand that I have a responsibility for said key(s) and am required by College policy and procedures to assist in proper security of these specific facilities. I will not duplicate the key(s) and will promptly notify the key shop if key(s) are lost or stolen. I further understand that I am required to submit the key(s) to annual audit procedures and to return the key(s) when no longer needed or at the end of employment, whichever is sooner. Also, I understand if any of my key(s) are lost or stolen that I must pay a fine of \$25.00 per key or \$100 for a 205 or 209 key.

Signature: _____ Date Keys Issued: _____

Contact Information

Home Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

UPON RETURN OF KEY(S)

Key(s) returned: _____ Date: _____