

# Arizona Western College

## Key & Access Code Request Form

Facilities Management and Planning | P.O. Box 929 | Yuma, AZ 85366-0929 | (928) 314-9470 | FAX (928) 314-9529

FT                      PT\*\*                      REPLACE COMPROMISED KEYCODE                      CHANGE OF LOCATION  
                                  NEW KEY                      REPLACE LOST/STOLEN KEY(S)                      START DATE  
                                  NEWCODE

\*\*NOTE: PART TIME EMPLOYEES CAN RECEIVE KEY CODES ONLY

Date \_\_\_\_\_

TO: PRESIDENT OR APPROPRIATE VICE PRESIDENT

Employee ID # \_\_\_\_\_

Request a key/code be issued to \_\_\_\_\_ Position \_\_\_\_\_

Division/Department \_\_\_\_\_ Building (one per request) \_\_\_\_\_

When requesting keys or codes, please indicate below "Key" or "Code."

Room # for key or code access to be completed by Supervisor	Corresponding key to be completed by Locksmith	Room # for key or code access to be completed by Supervisor	Corresponding key to be completed by Locksmith
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President/ Dean / Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Vice President for Finance & Administrative Services Signature \_\_\_\_\_ Date \_\_\_\_\_

President Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (President's signature required for Great Grand Master and Grand Master keys only.)

TO: FACILITIES

*This is to certify receipt of key number(s) listed above for the room(s)/building as indicated above. I acknowledge I am held responsible for the safekeeping and control of said key(s) and will not allow it/them to leave my immediate possession. Key(s) are to be returned to the AWC Police Department upon my termination of employment and/or during summer vacation. I understand that if I lose a key, I may be charged the replacement cost. (See Procedure 210.2).*

Signature \_\_\_\_\_ Date \_\_\_\_\_