

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

NEW EMPLOYEE REPLACE COMPROMISED KEYCODE CHANGE OF LOCATION
 REPLACE LOST/STOLEN KEY(S)

TO: PRESIDENT OR APPROPRIATE VICE PRESIDENT **Date** _____

Employee ID # _____

Request a key/code be issued to _____ **Position** _____

Division/Department _____ **Building (one per request)** _____

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** _____