

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

CHECK BOX IF PT**

NEW KEY

NEWCODE

REPLACE COMPROMISED KEYCODE

REPLACE LOST/STOLEN KEY(S)

CHANGE OF LOCATION

START DATE

**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 _____