FORT LEWIS COLLEGE
KEY REQUEST FORM

Current Key Policy is posted on the FLC Web site,
or copies can be obtained by calling the PPS Service Center at extension 7000.

Keys to be issued to:		Date:
Campus Phone:	Hm Phone:	ID Number

Please check one	___Student	___Faculty	___Staff	___Contractor

Responsible Department

Department cost center directors will bear ultimate responsibility for proper use of keys by people within their department. Costs associated with key misuse, loss, or non-return, which cannot be collected from the key holder, will be borne by the department
FLC Policy 9-7 Paragraph II.A.4.

Keys not picked up in 90 days, will be destroyed. The responsible department will be charged accordingly.

Dean/Supervisor Printed	Dean/Supervisor Signature

Budget Code:	Building Needing Access:

Room(s) Needing Access:

Reason for Access:

If the key request affects two or more departments, the appropriate departments must approve request…	Key Return Due Date:

Department	Director	Signature

Locksmith Comments: