



**COWLEY COLLEGE
KEY REQUEST FORM**

All key holders are responsible for safeguarding any keys supplied to them and must be able to produce those keys upon request. Keys should not be loaned to others. All keys are the property of Cowley College.

Requested by:	
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Issue Key To:

Name:	Cowley ID:
Dept./Location:	Email/Phone:
Keyholder Job Title:	
Keyholder Status: Faculty () Staff () Adjunct () Other ()*	
*If other, please specify:	
Specific area/equipment to which access is needed:	
Justification:	
<input type="checkbox"/> Keyholder is responsible to lock or unlock the specific area/equipment stated above.	
<input type="checkbox"/> Keyholder supervises employees who are required to lock or unlock the specific area/equipment stated above and may, therefore, be required to lock or unlock.	
<input type="checkbox"/> Position requires the keyholder to access the specific area/equipment stated above at times other than normal working hours.	
<input type="checkbox"/> Other, please specify:	
Amount of Time Needed:	
<input type="checkbox"/> Permanent	
<input type="checkbox"/> Temporary from: _____ to _____	

Approval:

<input type="checkbox"/> Supervising Vice President/Dean		Date:
<input type="checkbox"/> VP Finance & Administration		Date:

Key Inventory Number	Date Issued:	Date Returned:

Acknowledgement: I agree that I have in my possession the above listed keys and understand that I am liable for their use.

_____ **Date:** _____