

# 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 or SS Number		
Please check one	<input type="checkbox"/> Student	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Contractor
Responsible Department				
<i>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</i> <div style="text-align: right;"><i>FLC Policy 9-7 Paragraph II.A.4.</i></div>				
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:				