

SOUTH PLAINS COLLEGE
KEY REQUEST FORM
(Separate request for each key issued)

Department _____

Requested by _____

Date _____

Keys for college buildings, rooms, and offices issued to employees become the responsibility of the employee. College employees should maintain complete security over the keys issued to them. Keys may not be duplicated or loaned to students or any other unauthorized individuals. When keys are no longer needed, they should be returned to the office of the Dean of Administrative Services.

(Signature of person responsible for keys)

Building _____

Room Number _____

Key Number (if available) _____

Approval by Director or appropriate Dean _____

Approval by Dean of Administrative Services _____