

# EAST LOS ANGELES COLLEGE

## KEY REQUEST

PLEASE ISSUE KEYS TO: ↓

DATE: **10/28/14**

## INSTRUCTIONS

NAME	EMPLOYEE #
BUILDING	ROOM#

1. Key Request form must be filled out completely and accurately by Dept. Chair.
2. All employees on key requests must have an employee number.
3. After all information has been filled out completely the form must be 1) Signed by your Division Head and Dean 2) The form must then be submitted to the office of Administrative Services (E1-143) for final approval.
4. You can submit the entire Key Request Form as is or cut in half and submit only the Key Request Part.
5. If you should have any questions or problems in filling out this form, you may contact Administrative Services at ext. 8638 for assistance.

KEYS NEEDED:

LOST/STOLEN KEYS SHOULD BE REPORTED TO CAMPUS POLICE.

DATE REPORTED TO CAMPUS POLICE: \_\_\_\_\_

FOR RE-KEYING PLEASE LIST NAMES OF EMPLOYEES ABOVE.

IF ADDITIONAL SPACE IS NEEDED, SUBMIT A SEPARATE SHEET.

CHANGE LOCK(S): (FOR RE-KEYING ONLY)

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REVIEWED AND APPROVED:

\_\_\_\_\_  
INITIATOR/CHAIRPERSON                  DEPARTMENT                  EXT.

EXTENSION TO CALL WHEN KEYS ARE READY FOR DELIVERY:

DO NOT WRITE BELOW THIS LINE

\_\_\_\_\_  
DEAN    DATE

\_\_\_\_\_  
V.P. ADMINISTRATIVE SERVICES                  DATE

\_\_\_\_\_  
BUILDING & GROUNDS ADMIN.                  DATE

COMPLETED: \_\_\_\_\_