

**LEWIS-CLARK STATE COLLEGE
REQUEST for CAMPUS KEYS**

This request is for keys in the----- Building *Is a building entrance key needed?* Yes No

Room Number(s) _____

Complete online, print (2) copies and send both to the Campus Security Department

The key(s) requested are needed for the following reason:

- I understand that I am personally responsible for the key(s) issued to me. I agree to pay a \$25 fee for each key lost or not returned to the Campus Security Office. I further understand that should I lose or fail to return a "Master Key", my department may be charged for the cost of "re-keying" the effected facilities.
- I will report lost key (s) immediately to Campus Security
- I will not loan key(s) to any other person.
- I will return the key(s) to the Campus Security Department when it is no longer needed or when my employment at the college terminates. I understand that the issuance of my final paycheck is dependant upon the return of all keys previously issued to me or the reimbursement for the lost keys.

EMPLOYEE NAME: _____ EXT: _____

RECOMMENDING AUTHORITY: _____ DATE: _____

SECURITY OFFICE: _____ DATE: _____

(This section for use by locksmith)

Key # _____ Key # _____ Key # _____

Key # _____ Key # _____ Key # _____

Key # _____ Key # _____ Key # _____

Keys issued to: _____ Date: _____

EMPLOYEE SIGNATURE REQUIRED for receipt of keys &
Acknowledgement of the campus key policy.

Recommending Authorities:
President
Vice President
Dean
Division Chair
Director

Keys may be picked up at
the Security Office when
notified that they are ready.
Call X2815 to arrange a time.