



Key/Salto Request Form

Please allow up to two weeks for processing.

Faculty Adjunct Faculty Full-Time Staff Part Time Staff Student Off Campus/Volunteer

Name: _____ Today's Date: _____

LCSC ID# _____ Email Address: _____

Access needed for following reason: _____

Replacing Whom: _____

Standard Key – Building/Room Numbers: _____

Salto: _____ Fob _____ Building/Room Numbers: _____

Exterior Entrance: _____ Yes _____ No Expiration Date if applicable: _____
Note: Student Salto access will expire at the end of the school year.
Submit a new access request to continue access.

Authorization

The supervisor of the above-named person is responsible to see that this person returns any key/Salto issued to them directly to the **Department of Public Safety** before they leave **LC State**.

Signatory/Approver Email Digital ID Signature

Supervisor _____

Dean/VP/Pres. _____

Public Safety _____

Key/Salto Holder Statement of Understanding

- I understand that I am personally responsible for the key(s)/Salto fob issued to me.
- I understand that I am not to loan key(s)/Salto fob to any other person.
- I understand that I am required to report lost or missing key(s)/Salto fob to the Public Safety Office within 24 hours.
- I understand that there is a \$25.00 charge for each nonreturned/lost room and entrance key.
- I understand if lost or missing keys result in re-keying the areas I have access to, I may be held responsible for any costs incurred.
- I understand I am responsible for returning the campus key(s)/Salto fob checked out to me directly to the Department of Public Safety when they are no longer needed, or my employment at the college terminates. Mailing of keys is strictly prohibited.

I have read the above terms, and by signing below, am agreeing to abide by them. I understand that issuance of my final paycheck may be dependent upon the return of all key(s)/Salto fob issued to me, and//or replacement costs associated with missing, lost or unreturned units.

Signature of Recipient: _____ Date: _____

Office Use Only

Date Issued	Key #		Key #	
	Key #		Key #	
	Key #		Key #	
	Key #		Key #	
	Key #		Key #	
	Key #		Key #	