

KEY REQUEST

Person Requesting: _____ Phone #: _____

Address: _____ City: _____ Zip Code: _____

Department/Division: _____ Office Ext: _____

Reason for Request: _____

Check one:

Faculty

Classified

Management

Broken Key Replacement (attach broken key to request)

Lost Key Replacement (\$10.00 replacement fee must be paid to Cashier's Office and receipt must be attached to request.)

Lost Videx Key Replacement (\$100.00 replacement fee must be paid to Cashier's Office and receipt must be attached to request.)

Do you presently have COS keys assigned to you? Yes No

Keys you are requesting:	Office Use
Room # _____	Key Cut # _____ Key Panel _____
Room # _____	Key Cut # _____ Key Panel _____
Room # _____	Key Cut # _____ Key Panel _____
File/Cabinet _____	Drawer # _____

Lost Keys:

Immediately report lost keys to District Police

A fee of \$10.00 per replacement key and/or \$40.00 per cylinder lock replacement/change is charged for all lost keys.

A fee of \$100.00 per replacement Videx key will be charged if lost.

Possession of Keys:

Keys shall not be loaned to any person.

Keys shall not be duplicated.

Keys shall be returned to District Police upon separation from College of the Sequoias.

Unlawful duplication or failure to return keys upon separation constitutes a misdemeanor (Penal Code 469)

Person Requesting: _____ Date: _____

Supervisor: _____ Date: _____

Vice President: _____ Date: _____

(Required for grandmaster or building master keys only)