

# SCRIPPS COLLEGE

## KEY REQUEST

Please complete the **KEY REQUEST** form below with signatures from the person who will carry the key, his/her supervisor, and the Senior Staff member who supervises that department.

Return the signed form to the Business Affairs/Treasurer's Office, Balch 107. At that time, the Business Affairs Office will send authorization to the Maintenance Office to issue the key to the key holder.

The key holder must present a Scripps photo ID at the Maintenance Office before he/she can sign for and pick up the key(s).

<b>Date:</b> _____		<b>Department:</b> _____	
<b>Key Requestor:</b> _____		<b>Phone:</b> _____	
<b>Signature of Department Head:</b> _____			
<b>Signature of Senior Staff supervisor:</b> _____			
<b><u>Location key opens:</u></b> _____		<b><u>Key number (if known)</u></b> _____	
_____		_____	
_____		_____	
_____		_____	