

Yavapai College Facilities Management Key(s) Request Form

Key(s) are being requested for(Employee Name): _____

Please remind the employee, per YC Policy 5.10, there will be a fee assessed in the amount of \$50.00 for any lost or unreturned brass key, and \$25.00 for keycard.

_____ Full-time _____ Part-time _____ Adjunct

Date of Request: _____

Division/Department: _____

Phone number – Office extension: _____ Alternate: _____

Email – YC: _____ Alternate: _____

Key(s) requested:

Building#: _____ Room#(s): _____

Building#: _____ Room#(s): _____

Building#: _____ Room#(s): _____

Building#: _____ Room#(s): _____

Cabinet/Desk - key(s) #: _____

key(s) #: _____

Mail box key#: _____

Approver(s) - Dean/Director: _____

Facilities Management: _____

