



COWLEY COLLEGE KEY REQUEST FORM

All key holders are responsible for safeguarding any keys supplied to them and must be able to produce those keys upon request. Keys should not be loaned to others. All keys are the property of Cowley College.

Requested by:	
---------------	--

Issue Key To:

Name:	Cowley ID:
Dept./Location:	Email/Phone:
Keyholder Job Title:	
Keyholder Status: Employee () Temporary () Official Volunteer ()	
Specific location, building, and room(s), and equipment to which access is needed:	
Justification: () The keyholder is responsible for locking or unlocking the specific area/equipment stated above. () The keyholder supervises employees who are required to lock or unlock the specific area/equipment stated above and may, therefore, be required to perform these tasks. () The position requires the keyholder to access the specific area/equipment stated above at times other than normal working hours. () Other, please specify:	
Amount of Time Needed: () Permanent () Temporary from: _____ to _____	

Approval:

() Chair/Director/Administrator		Date:
() Executive VP Finance & Administration		Date:
Key Inventory Number	Date Issued:	Date Returned:

Acknowledgment: I agree that I have the above-listed keys in my possession and understand that I am liable for their use. Loss of keys by an employee will incur a \$75.00 charge per key and require completion of a new key request. Upon termination of employment from the College, all issued keys must be returned to the Human Resources office or the Director of Public Safety and Security. Failure to return keys at the time of termination will result in a charge per key to the individual, payable through payroll deduction on the employee's final paycheck.

Date: _____

Return approved completed form to:
Assistant to the Executive Vice President of Finance & Administration

9/2026
AP 155.00 Keys