HAMPshire COLLeGE KEY REQUEST FORM

Name of person making request __________________________________________
   please print

Dept. __________________________________________

Position __________________________________________

I request that the above person be issued a key (s) to open

<table>
<thead>
<tr>
<th>Number of Key(s)</th>
<th>Building</th>
<th>Door No.</th>
<th>Key No.</th>
<th>Core No.</th>
<th>Blank letter</th>
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Department Head/Budget Manager __________________________________________
   please print

Phone Ext. __________ Email address ______________________________

Position __________________ Date: ______________________________

Signature ____________________________________________________________

You will be notified when keys are available for pick up at Physical Plant
Please note that keys can not be mailed and a signature will be required at pickup

The above named person has been issued:

________________________________________
________________________________________
________________________________________

Signature of person, if different from Part A (please print below) Date: __________

PLEASE PRINT NAME

SIGNATURE

PP Initial Date: __________

If you have any questions, please call x5655