

## 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					
Number of Key(s)	Building	Door No.	Key No.	Core No.	Blank letter

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

<b>The above named person has been issued:</b>	
<b>Signature of person, if different from Part A (please print below)                      Date:</b>	
<b>PLEASE PRINT NAME</b>	
<b>SIGNATURE</b>	
<b>PP Initial</b>	<b>Date:</b>

If you have any questions, please call x5655