

Request for District Key(s)

Form Must Be Fully Completed to Execute Request

Upon receipt of this request, keys will be made available within 48 hours. For any request taking longer, an appointment for pick up will be scheduled.

Vendor/Contractor Name:	ID#
Department:	Extension:
	Supervisor:

Building:	Room #:	Key# (office use)	Hook# (office use)
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By signing below, I understand:

Keys are District Property, and I, as a vendor/contractor, assume responsibility for all keys issued to me, agree that keys are not to be duplicated or passed on to any other party, agree that keys no longer needed will be returned to Business Services promptly, and acknowledge the District has the right to withhold any warrants until the above obligations are satisfied.

Vendor/Contractor Signature:	Date:
Manager Signature:	Date:
Joseph Reyes, Executive Director of Facilities:	Date:

Vendors/Contractors who require keys must be pre-approved by the Vice President of Administrative Services or the Controller.

Reason for request: _____

Graciano Mendoza, Vice President Administrative Services:	Date
David Techaira, Controller:	Date:
Issued by:	Date