

Instructions: 1. Save this form to your computer. 2. Fill out all required information. 3. Save again to your computer to keep your changes. 4. Send this form as an email attachment to Delinda Spencer at dspencer@rangercollege.edu.



Key Request

Date: _____ Department: _____

Person submitting request: _____

Phone: _____ Email: _____

Supervisor: _____

Reason for new key request (broken, lost, new employee, new lock, etc.)

Key Request #1

Key is for which campus? (Ranger, Erath, Brown, etc.) _____

Key is for which building? _____

Is the key for an interior or exterior door? _____

Describe the door's location or office number (front, side, office #2, etc.)

Key Request #2 (if applicable)

Key is for which campus (Ranger, Erath, Brown, etc.)? _____

Key is for which building? _____

Is the key for an interior or exterior door? _____

Describe the door's location or office number (front, side, office #2, etc.)

For Human Resources Department Records

Request Received: _____

Keys Received: _____

Employee Notified: _____

Keys picked Up/Delivered: _____