

**KEY REQUEST FORM INSTRUCTIONS:**

Key request forms are to be properly filled out by the department requesting issuance of keys and forwarded to Administrative Services for processing. Once a Key Request order is processed, keys will be available for pick up within ten (10) working days, after which the order will be cancelled and the keys will become available to be issued to another person. Key requests with erroneous or missing information will be returned to the department for corrections. *To prevent falsification, copies or faxes of Key Request forms are not allowed.*

**Please follow the instructions below when filling out Key Request Form:**

Date of the request	Official Department Title
Telephone number of the Department Requesting the Key	Name of Person Needing the Key
Department of the Person Needing the Key	Building Number of the Person Needing the Key
Room Number of the Person Needing the Key	Title of the Person Needing the Key
Campus of the Person Needing the Key	Phone extension of the Person Needing the Key
Mobile phone (optional) of the Person Needing the Key	E-Mail address of the Person Needing the Key

List building numbers and room numbers that the person needs, and indicate the days of the week and hours of the day that the person needs access to the building/room(s)

Provide brief justification of why the person needs access to the room.

Print the name of the person who signs approval of the key request

Have the approver sign the Form

Forward it to Administrative Services for processing

Administrative Services will keep the completed Key Request Forms on file as required by records management. Please allow three workdays from the receipt of Key Request at Administrative Services for processing of request of keys to be issued. Key can be picked up in Room 109 between **8:00 a.m. and 4:00 p.m. Monday - Thursday and between 8:00 a.m. and 2:30 p.m. on Fridays (excluding holidays).** Please call ext. 4201 to confirm if the key is ready for pickup. Due to the monetary value of the CLIQ key, **ONLY** the person approved and being issued the key can sign for and pick up their key during the hours specified above.

*Contact Sharon Murphree at ext 4201 or Steve Broyles at ext 3300 if you have any questions.*

**Approval Levels:**

The approval of the appropriate Vice President or Dean is normally required for the issuance of Campus/Building Master keys. Department Chairs or directors are authorized to approve the issuance of a sub-master and entrance key(s) unless the building also houses other academic departments, programs, or administrative units, in which case a Dean's approval is required. The Department Chair or director may only approve issuance of room keys for offices, labs, and other rooms under the control of their department or office and are not authorized to approve Key Requests for buildings or rooms outside of their defined area of authority.

**All "CLIQ" KEYS ISSUED REMAIN THE PROPERTY OF NORTH CENTRAL TEXAS COLLEGE**