

Waycross College Request for Keys

To: Marcus Latham, CBO

From: _____
Division Head

Date: _____

Please issue key(s) for the room(s) indicated to:

Employee: _____

Title: _____

Period: From _____ To _____

Building

Room No.

*Gate Remote

_____ *Indicate Yes/No

Requested: Division Head

Date

Approved: Marcus Latham

Date

Instructions: This form should be used to request keys for employees in your department. Upon completion, it should be forwarded to the appropriate Vice President for approval. The form will then be forwarded to the Chief Business Officer who will approve and issue key(s). Division will be notified when key(s) are ready. Please note that only the employee listed may sign for key(s). Each semester part time employee keys must be turned in at the time paycheck is picked up. A new request is necessary each semester for part time employees.