

HAVERFORD COLLEGE

KEY REQUEST FORM

Please print all information in blanks below. The recipient, the department/organization head or chairperson, and Director of Safety & Security must sign the key request before it can taken or sent to Physical Plant to be made. Call 896-1096 to learn if the key is ready to be picked up.

There is a \$25 key deposit fee for each non-dorm key (generally lab keys) issued to students. Students can authorize the billing of their student accounts for \$25 for this fee by providing their account number and signing as the key recipient at the bottom of this form. This fee is paid or billed at the Security Department. Cash is not accepted.

RECIPIENT'S NAME: _____
Last First

DEPT. OR DORM/RM: _____ PHONE: _____

KEY IS FOR: _____
Building Room(s) No.

REASON FOR KEY REQUEST:

STATUS:

- New Staff Member
- New Space Assignment
- Replace Lost Key*
- Replace Defective/Broken Key
- Core Change
- Other - please describe below:

- Faculty FT PT
- Staff FT PT
- Student Employee
- Student Non-Employee
- Non-College Personnel

*LOST KEY: The department head or chair must indicate whether or not spaces affected must be rekeyed. YES () NO ()

Signature of Recipient Student Account No. Date

Signature of Dept. Head or Chair Date
Authorizing Key Issue

Signature of Director of Safety Date
& Security