

# Key Request Form

<b>Date:</b>	
<b>Person Requesting Key</b>	
<b>Job Title</b>	
<b>Job Description</b>	
<b>Department</b>	
<b>Full, Part Time, etc</b>	
<b>Banner/P#</b>	
<b>Key requested:</b>	
<b>Supervisor submitting request:</b>	

**Note: The request will be evaluated on a need of access and a key will be issued only after that need is determined. Keys will not be issued for exterior doors or lab enters. The person receiving the key must be aware that they are assuming responsibility for the key and must return the key to Department of Public Safety upon leaving the employment of Piedmont Technical College or moving to another area of the college when the key is no longer required.**

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Below Line to be Completed by Public Safety

**Issue Date:**

**Key(s) Issued:**