



MISSISSIPPI DELTA

COMMUNITY COLLEGE

KEY REQUEST FORM

DATE: _____

CAMPUS: _____ DEPARTMENT: _____

BUILDING: _____ OFFICE/ROOM #: _____

PERSON NEEDING KEY: _____

EMAIL/PHONE #: _____

APPROVALS

Department Chair/Director's Signature

Date

Director of Facilities Management Signature

Date

FOR LOCK SHOP USE ONLY

KEY SERIES #: _____

KEY ID# _____

LOCKSMITH SIGNATURE

DATE

KEY RECEIVED BY

DATE

NOTE: After obtaining your department chair/director's signature, please forward the signed form to Facilities Management. Once the Facilities Management Director has approved your key request, the form will be forwarded to the locksmith. You will be notified once your key is made. Should you have any questions, please do not hesitate to contact the Department of Facilities Management at (662) 246-6441.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.