

CENTRAL BAPTIST COLLEGE KEY REQUEST FORM

Submit VP approved request to CBC Business Office or send approved request to maintenance@cbc.edu.
Maintenance will deliver keys or send the requestor an email when keys are ready for pickup.
Return unused keys to the Business Office when employment terminates or when no longer needed.
Under no circumstances duplicate or give keys to someone other than the person who has signed for them.

KEY(S) NEEDED _____

FOR WHAT PURPOSE

RESPONSIBLE PARTY _____

DATE REQUIRED _____

VP SIGNATURE _____

DATE: _____

BUSINESS OFFICE USE

APPROVED BY _____ DATE _____

PHYSICAL PLANT USE

PREPARED BY _____ DATE _____

GIVEN TO _____ DATE _____
(Signed by Recipient)