



# South Georgia State College Key Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Extension: \_\_\_\_\_  
Last First M.I.

Department: \_\_\_\_\_ Title: \_\_\_\_\_

## Key Information

Key Code: \_\_\_\_\_

Building: \_\_\_\_\_

Room #: \_\_\_\_\_

Purpose for key Request:

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Department Head Approval Date

\_\_\_\_\_  
Secondary Approval \* Date

\* Secondary approval of the Vice-President for Fiscal Affairs must be obtained when requesting GM and GGM keys.

**NOTE:** All keys must be obtained from and returned to the Physical Plant at Tanner Hall. No transfers between individuals will be authorized.