



Laney College
DREAM. FLOURISH. SUCCEED.

KEY REQUEST FORM

TO: LANEY COLLEGE, BUSINESS AND ADMINISTRATIVE SERVICES, T213, LBUSINESSOFFICE@PERALTA.EDU

FROM:

LAST NAME

FIRST NAME

EMPLOYEE ID NUMBER

DEPARTMENT

EMPLOYEE EMAIL ADDRESS

ROOM

FOR BUSINESS OFFICE USE ONLY

KEY

RECEIVED (SIGNATURE)

DATE

ADMINISTRATOR APPROVAL (PRINT & SIGNATURE)

- **DO NOT DUPLICATE OR ALLOW ANYONE TO DUPLICATE KEYS.**
- DO NOT ALLOW ANYONE TO USE KEYS ISSUED TO YOU AS THIS MAY RESULT IN UNNECESSARY FEES ENTAILED BY YOU (KEY REQUESTER) IN THE EVENT THE KEYS ARE LOST.
- **DO NOT TRANSFER KEYS TO ANYONE ELSE.** KEYS MUST BE RETURNED TO THE BUSINESS OFFICE WHEN NO LONGER NEEDED ON A REGULAR BASIS
- THE LOST OF KEYS MUST BE REPORTED IMMEDIATELY TO THE BUSINESS OFFICE. EMAIL: LBUSINESSOFFICE@PERALTA.EDU

KEY REPLACEMENT CHARGES (NO REFUNDS):

\$10.00 CHANGE KEY

\$25.00 SUB-MASTER

\$50.00 GRAND-MASTER

\$100.00 U-KEY (KEYFOB)

I HAVE READ AND AGREE TO COMPLY WITH THE KEY ISSUANCE GUIDELINES. I UNDERSTAND AND ACKNOWLEDGE THAT ANY VIOLATION OF THIS AGREEMENT MAY RESULT IN ME BEING HELD RESPONSIBLE FOR THE EXPENSES ASSOCIATED WITH REKEYING OR RELOCKING THE AFFECTED AREAS.

APPLICANT SIGNATURE

DATE