

**KEY CHECK-OUT AUTHORIZATION FORM**

Date \_\_\_\_\_

Employee Name: Last \_\_\_\_\_ First \_\_\_\_\_

Employee Status: \_\_\_\_\_  
(Full-time instructor; adjunct instructor; full-time or part-time employee; student employee; or other--DO NOT LEAVE BLANK)

Division: \_\_\_\_\_ Department: \_\_\_\_\_

Work No.: \_\_\_\_\_ Home No.: \_\_\_\_\_

**Authorized By:** \_\_\_\_\_  
Supervisor responsible for retrieving keys, when employee leaves LCCC  
\_\_\_\_\_  
Vice President, Dean, or Director  
\_\_\_\_\_  
President Signs for Grand Masters only

Key(s) Requested: Building \_\_\_\_\_  
(Write Exterior if exterior is needed)  
Room \_\_\_\_\_  
Room \_\_\_\_\_  
Room \_\_\_\_\_  
Other \_\_\_\_\_

**I have read and fully understand the LCCC Internal Policy Number 8302; and, in recognition that these keys are the property of Laramie County Community College to be used in performing my job, I agree that, in the event I do not return my keys on my final day of employment at Laramie County Community College, my final wages will be offset by a "lost key" fee of \$80/key.**

\_\_\_\_\_  
**Employee's Signature**

**NOTE:** This request will be processed in the Physical Plant/ACC Administrative office. If hand delivering the request, please allow a 24-hour waiting period. If sending the request through campus mail, allow a 48-hour waiting period. If you have any questions, please call the Physical Plant Administrative Assistant at extension 1233, or the Administrative Assistant to the Dean of ACC at extension 4251.