

Washington State Community College
Key Request Form

To better accommodate key request please fill in this form completely and return to Kenneth Wepler. Once the request has been processed you will be notified by email that your key(s) are ready to be picked up. This process could take up to three business days. *Example shown*

Building	Room Number (with letters)	Office/Room Description	Key ID Number (If known)	Additional Numbers (If known)
WSCC	E115D	Classroom	HK854170	AE18

Printed Name: _____

Signature: _____ Date: _____

E-mail: _____

Supervisors Signature: _____ Date: _____