

Western New Mexico University Access/Key Record

Last Name: _____ First Name _____ Ext: _____

Date: _____ Bldg. _____

Room #	*Serial#	Room#	*Serial#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***For Physical Plant Office Use Only**
PLEASE READ BELOW BEFORE SIGNING

The above access/key(s) have been assigned to you ONLY. Please do not TRADE, EXCHANGE OR TRANSFER with anyone else. The above access/key(s) are your sole responsibility. In the event an employee or student intends to be absent for one or more terms, all keys must be returned to the Physical Plant Office. There is a fine for lost keys, which is reimbursable if the keys are recovered. Key fines range from \$25.00-\$500.00. Lost Key Fine: \$ _____

Received by: _____ Bldg Supervisor _____

Keys Returned (Qty) _____ Rec'd by _____ Date _____

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