



Elson S. Floyd
College of Medicine

WASHINGTON STATE UNIVERSITY

KEY REQUEST FORM

Supervisor Information

Name

Approval

Requestor

Name

WSU ID Number

Phone

Email

Office Building

Key Access

Per BPPM 50.25, Keys will not be issued to temporary/hourly employees. Temporary/hourly employees should not be working unsupervised. Supervisors should be able to provide access buildings/offices. Research labs are the only exception.

Key Card Access

Marlock

Office Keys

Cabinet Keys*

Other

**For desk and file cabinet keys, the lock number is required and can be found imprinted on the face of the lock in very small print.*