

**USC AIKEN KEY REQUEST FORM**

Date \_\_\_\_\_

Requesting Individual \_\_\_\_\_

Keys Requested: (key number to be filled in by Operations Dept.)

Bldg Number	_____	Room Number	_____	Key Number	_____
Bldg Number	_____	Room Number	_____	Key Number	_____
Bldg Number	_____	Room Number	_____	Key Number	_____
Bldg Number	_____	Room Number	_____	Key Number	_____

Date key will be returned (if temporary issue only) \_\_\_\_\_  
Reason for issue \_\_\_\_\_

Signature of Individual Requesting the key(s) \_\_\_\_\_

Signature of Immediate Supervisor & Title \_\_\_\_\_

Signature of Department or Unit Head \_\_\_\_\_  
(if not already signed by)

Signature of Vice or Associate Chancellor \_\_\_\_\_  
(required for sub-master and master keys if not keys if not already signed by)

**Routing:**

1. Submit original to USC Aiken Operations Department (Box 40).
2. Allow 24 hours, then call 3452 or email [AnnetteB@usca.edu](mailto:AnnetteB@usca.edu) to see if keys are ready.
3. Go to Operations office in Supply & Maintenance building to sign out keys
4. Return keys to Operations office when no longer needed.

Building Numbers

901 Senior Net	908 Maintenance and Supply	915 Ruth Patrick Science Education Center
902 Tennis Team Bldg	909 Etherredge Center	916 Business & Education Bldg
903 Penland Building	910 Sciences Bldg	920 Roberto Hernandez Baseball Stadium
904 Library	911 Child Development Center	921 Convocation Center
905 Student Activities Center	912 Pickens-Salley House	926 Nursing
906 Humanities & Social Sciences Bldg	913 Softball Pressbox / Office	
907 Concessions Bldg	914 Softball Locker Room	

---

Signature _____	Date _____	Signature _____	Date _____
-----------------	------------	-----------------	------------

Key(s) Made _____	Returned _____
-------------------	----------------

Key(s) Issued _____	Destroyed _____
---------------------	-----------------