

**WILLIAMS COLLEGE  
KEY ISSUANCE REQUEST/AUTHORIZATION  
FOR CONTRACTORS/VENDORS**

**INSTRUCTIONS: RESPONSIBLE COLLEGE MANAGER SHALL COMPLETE AND SIGN SECTION I AND FORWARD TO FACILITIES LOCK SHOP:**

**SECTION I:**

**BUILDING:** \_\_\_\_\_

**SPECIFIC LOCATION:** \_\_\_\_\_

**NAME OF CONTRACTOR:** \_\_\_\_\_

**PHONE NO:** \_\_\_\_\_

**ACCOUNT TO CHARGE:** \_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_

**RETURN DATE:** \_\_\_\_\_

**(DORM MASTERS AND RENTAL HOUSING KEYS ARE DUE BACK SAME WORKING DAY- BY 3:30 PM OR SUBJECT TO \$100 FINE OR COST TO RE-KEY BUILDING. THIS ALSO MAY RESULT IN TERMINATION OF YOUR SERVICES AT WILLIAMS COLLEGE.)**

**CONTRACTOR'S NAME (print):** \_\_\_\_\_

**CONTRACTOR'S SIGNATURE:** \_\_\_\_\_

**CONTRACTOR'S PHONE NUMBER:** \_\_\_\_\_

**DATE ISSUED:** \_\_\_\_\_

\*\*\*\*\*

**FOR SHOP USE ONLY:**

**NO. OF KEY:** \_\_\_\_\_

**LEVEL OF KEYS:** \_\_\_\_\_

**DATE RETURNED:** \_\_\_\_\_