# **Keene State College**

# **Temporary Code Request**

Temporary Code requested for: (print) Click here to enter text.

Current address: Click here to enter text. Phone ext: Click here to enter text.

**Code start date:** Click here to enter a date. **Code end date:** Click here to enter a date.

Name of person filing this request: Click here to enter text. Phone ext: Click here to enter text.

Dean/Director approval: (signature) Date

**I accept this temporary code with the following understandings:**

* **This temporary code is intended solely for the user and must not be communicated to others under any circumstances.**
* **In the event that I become aware that this temporary code is known by others, I will notify the KSC Lock shop, (ext 8-2211) immediately.**
* **I understand that should this temporary code become known to others through misuse or carelessness, I must pay a reprogramming fee of $5.00 per lock.**
* **I understand that the fees for reprogramming will increase with subsequent losses.**

**Signature of Responsible Faculty/ Staff Member**

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**List Building & Door #s which this Temporary Code is authorized to access:**

Click here to enter text.

Code delivered by: Date