



Swarthmore College  
VENDOR AND CONTRACTOR  
KEY and/or One Card REQUEST FORM

This form is to request issuance of physical keys for facilities owned by Swarthmore College. Please print all information requested. The recipient, department/organization head, and representative of the college (Capital Project Manager or Director of Sustainable Maintenance or designee) must sign this form before it is forwarded to Facilities for final review and approval.

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name / Work to be Performed

\_\_\_\_\_  
\_\_\_\_\_

Key Return Date: \_\_\_\_\_

Recipient Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
(If different than requestor)

Key(s) requested for:

\_\_\_\_\_

Building	Room # (s)
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\_\_\_\_\_  
Print / Signature of Responsible Person Contractor/Vendor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Swarthmore Department Head or Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director of Campus Safety or Designee

\_\_\_\_\_  
Date