



DATE: _____ **CC:** _____

TO: Facilities Management Key Desk
Administrative Affairs

FROM: Name _____
Department _____
Division _____

SUBJECT: Key Transfer

Please accept this memo in the transfer of keys from:

Name _____ . Bronco ID _____

to

Name _____ . Bronco ID _____

Key Number	Serial Number

Should you have any questions, please feel free to contact the Key Desk at:
(909) 869-3027 or fmkeydesk@cpp.edu.

Name of Authorized Signer

Department

Contact Information