

Key Request Form

- 1) Please fill in all **WHITE** areas. Grey areas are for PUBLIC SAFETY use only.
- 2) Submit this request form to your Dean/Manager for his/her approval and signature for each key being requested.
- 3) Upon approval, deliver this form in person to PUBLIC SAFETY for issuance of the key(s).

_____ REQUESTOR'S FULL NAME (Last, First) (Please Print)	<input type="checkbox"/> Faculty <input type="checkbox"/> Part-time Faculty <input type="checkbox"/> Manager <input type="checkbox"/> Classified	_____ EMPLOYEE NUMBER	_____ DEAN/MANAGER OF REQUESTOR (Please Print)
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Building name/ Cabinet/Desk	Room/Lock Number	Signature of Approving DEAN/MANAGER	Key Number	Restricted	Date Issued	Issued To	Issued By	Date Returned	Rcv'd By
				<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /			/ /	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /			/ /	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /			/ /	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /			/ /	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /			/ /	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /			/ /	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /			/ /	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /			/ /	

Rev. 8/13

I understand that **I AM PERSONALLY RESPONSIBLE** for the key(s) that I sign for, and that I will incur the cost of replacing any and all keys that are issued to me. Furthermore, I understand that the replacement cost for a change key is \$20 and the replacement cost for a sub-master is \$75.

REQUESTOR'S SIGNATURE **DATE**

