

*Key Request / Staff*

**STAFF KEY REQUEST**

*(Please complete a separate request for each individual)*

Name of individual requesting key(s): \_\_\_\_\_

Date: \_\_\_\_\_

			[ <b>OFFICE USE</b> ]		
Building	Room # or Description	[	Cabinet #	Hook #	Key I.D.# ]
_____	_____	[	_____	_____	_____ ]
_____	_____	[	_____	_____	_____ ]
_____	_____	[	_____	_____	_____ ]
_____	_____	[	_____	_____	_____ ]
_____	_____	[	_____	_____	_____ ]

**Instructions:** Please forward this form to your immediate Supervisor/ Director. Signature of VP of Business and Administrative Services is required for Information Services doors.

**Approval:**

**Supervisor:** Please forward to  
Dir. Physical Plant

\_\_\_\_\_  
Supervisor/Director                      Date

\_\_\_\_\_  
Dir. Physical Plant                      Date

**Vice President:**

This signature is obtained at the  
discretion of the Physical Plant Director

\_\_\_\_\_  
Vice President                      Date

This signature will be required in order to release the key(s).  
Please **do not** sign here until you pick up your key(s).

Key(s) Received: \_\_\_\_\_  
Responsible Party                      Date