

KEY REQUEST

To: Physical Facilities Date: _____

From (Organization): _____

Requested by: _____ Ext. # _____

TMA #PF -

Re-key lock at the following location: _____

Request for Key(s) New Employee or Current Employee

Issue to: _____ CU ID: _____

Position/Title: _____

BLDG.	ROOM NO.	NO. OF KEYS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Charge to Acct: _____

Approved: _____

Director/Dean/Chair/VP

Emergency Repairs

7:00 a.m. to 5 p.m. – Call 2415

After Hours - Call 2911