

Key Request Form

(print and fill out with blue ink)

Last Name:	First Name:	Mi:	ID #
Department:	Title:	Phone/Email:	

Building:	Room:	Keycode:	Blank #	Value \$
Building:	Room:	Keycode:	Blank#	Value \$
Building:	Room:	Keycode:	Blank#	Value \$

Purpose for Request:

Employee Signature: (to be signed at time of pickup)	Date:
Department Head Signature:	Date:
Secondary Approval:	Date:
VP of Finance and Administration: (for master keys)	Date:

<p>Single Operator = \$50, Sub Master = \$250, Building Master = \$500, Grand Master = \$1000</p> <p>3P Operators = \$250 3P Masters = \$500</p> <p>Instructions for obtaining approval: Secondary approval must be obtained when requesting Building Master and Grand Master Keys.</p> <p>Building Masters and Grand Masters require the signature of the Vice President for Finance & Administration.</p> <p>No transfers between individuals will be authorized.</p>
--