

TENNESSEE TECHNOLOGICAL UNIVERSITY

NEW KEY REQUEST FORM

New key(s)_____ or Replace lost or stolen key(s)_____ (attach copy of UPD Report)

NAME: _____ T# : _____ DATE: _____
Last First MI

DEPT: _____ INDEX # : _____ EXT # : _____

EMAIL: _____ STATUS: FACULTY_____ or STAFF_____ FULL-TIME: YES_____ or NO_____

Office Use Only

<u>QUANTITY</u>	<u>BUILDING / ROOM # / DOOR</u>	<u>KEY #</u>	<u>SEQUENCE #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Authorization for Key(s) Request :

Department Chairperson Printed Name Date

Dean or Administrative Officer Printed Name Date

Department Chairperson Signature Date

Dean or Administrative Officer Signature Date

***Signature of Applicant Indicating Receipt of Keys Date

AVP of Facilities and Business Services Approval Date

***Signature verifies keys have been received and keyholder is familiar with TTU Key Policy #561

RETURNED COMPLETED FORM TO FACILITIES AND BUSINESS SERVICES: 220 W 10th Street - Campus Box 5041

New key(s) will be held for 30 days from notice to pick up before they are destroyed at the departments expense.

Eagle Card required as ID for pick up - only keyholder may pick up key(s).

NOTE: Any lost or stolen key(s) must be reported to University Police. Responsibility falls to the key holder's department and the department will be held subject to cost of recoring and replacing key(s).