

TENNESSEE TECHNOLOGICAL UNIVERSITY

NEW KEY REQUEST FORM

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

NAME: _____ DATE: _____
Last First MI

DEPT: _____ EXT # : _____ OLD INDEX # : _____

COA String: _____

EMAIL: _____ @tntech.edu STATUS: FACULTY _____ or STAFF _____ FULL-TIME: YES _____ or NO _____

NEW HIRE: YES _____ NO _____ If New Hire, please enter start date: _____

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

Authorization for Key(s) Request :

Department Chairperson Printed Name POSITION

Dean or Administrative Officer Printed Name POSITION

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

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