

TENNESSEE TECHNOLOGICAL UNIVERSITY
NEW KEY REQUEST FORM

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

NAME: _____

Last First MI

DATE:

DEPT: EXT #: OLD INDEX #:

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

Authorization for Key(s) Request :

Department Chairperson Printed Name **POSITION**

Dean or Administrative Officer Printed Name **POSITION**

Department Chairperson Signature Date

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

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