

Troy State University Key Request Form

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	Middle Int.	Date of Request
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department	Title	Phone #	<input type="text"/>
Building	Room	Keycode	Blank#
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Purpose for key request:

Electronic Access Request: (Attach a separate sheet of paper if needed for the electronic access request)

Building and Location

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	M.I.	SSN#	Access Times
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	M.I.	SSN#	Access Times
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dept. Head Approval		Date		
<input type="text"/>		<input type="text"/>		
Secondary Approval		Title		Date
<input type="text"/>		<input type="text"/>		<input type="text"/>

Employee Signature: _____ Date: _____

Authorization Signature: _____ Date: _____

Date Key Returned: _____ Signature of Returnee: _____

(To be signed when key is picked up. Not required for Electronic Access.)

Note: Replacement cost:

Single Operator key = \$50, Sub Master Key = \$250, Building Master = \$500, Grand Master = \$1000

Instructions for obtaining approval:

Secondary approval must be obtained when requesting Building Master and Grand Master Keys. Building Masters and Grand Masters require the signature of the Vice President for Financial Affairs. Route all key requests to the Physical Plant.

Note All keys must be obtained from and returned to the Key Control Shop. No transfers between individuals will be authorized.

(Submit this form in duplicate)