

Key Authorization Form

All building and room keys are acquired at the physical plant office.

1. Get the form from the physical plant office and acquire the signature of the person authorizing the key request.
2. The person authorizing the key should designate the ID number and the name of the person getting the key as well as the building and room on the form. Key number authorization is at the discretion of the Physical Plant Department.
3. Pick up key(s) at the physical plant office.
4. At termination of employment, return key(s) to the physical plant office.



Key Authorization Form

Physical Plant Department

Key Ring _____

ID Number _____ Print Name _____

↓ Office Use ↓

TAG NO.	SERIAL NO.	BUILDING	ROOM NO.	RETURN DATE	SIGNATURE

Department issuing key _____

Student Staff Faculty Length of Contract _____

OFFICE USE ONLY

Issue Date _____

Date Returned _____

Data Entry Dates _____

Supervisor Signature _____

Physical Plant Office Authorization _____