

# UTC KEY REQUEST FORM ("W" series)

Keys should be picked up within two (2) weeks after notification that they are ready, or key requests will be voided and keys returned to stock. Keys must be returned directly to Facilities & Management.

NAME \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial) Personnel or ID Number \_\_\_\_\_

Department \_\_\_\_\_  
(Mail Code) (Department Name) Date Requested \_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Email Address \_\_\_\_\_

TYPE OF ISSUE	EMPLOYEE STATUS		
Initial	Staff	Permanent	Non-UTC
Replacement	Faculty	Temporary	
Temporary			

APPROVALS:
Assistant Vice Chancellor
Department Head (Initial each key)
Dean (Initial each key)
Campus Law Enforcement
Director for Facilities Management
Received by
Date

AREA ACCESS IS REQUESTED			FACILITIES USE ONLY		
Quantity	Bldg.#	Room#	Key Type	Initials	Leave Blank

Special Circumstances / Requirements:

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 ONLY this individual may sign for the key(s) and must present a picture ID. They must be picked up at Facilities Management Administrative Building, 400 Palmetto St. within two weeks of this notification. Your key(s) must be turned into Facilities Management when key is no longer needed, the lock is changed, or employment at the University changes duties, departments or is terminated.

### PLEASE COMPLETE KEY NOTIFICATION PREFERENCE

This is the means by which you will be notified when your key(s) are ready to be picked up.

Please notify me by: (please check one)

Home Phone \_\_\_\_\_ Department Phone \_\_\_\_\_  
 Office Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Mobile Phone \_\_\_\_\_ Other: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Request Denied	Notes by Locksmith: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	Initials
Key(s) Denied		
Request Changed		
Request on Hold		
Request Completed		
		Date