

REQUEST FOR KEY(S)

STAFF/STUDENT ID NO: _____
 NAME: _____ / _____
 (last) (first)
 DEPARTMENT: _____
 ORG. NO: _____ DEPT. PHONE: _____

CHECK ONE

FACULTY

STAFF

STUDENT

KEYS REQUESTED

| | BLDG. # | ROOM # | HOOK # if known | ISSUE# |
|----|---------|--------|-----------------|--------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ |

CHECK HERE IF

REPLACING LOST KEYS

*I WILL NOT LEND THIS KEY(S)
 *I WILL RETURN THIS KEY(S) WHEN MY NEED OR EMPLOYMENT TERMINATES.
 *I UNDERSTAND VIOLATIONS OF ANY OF THE ABOVE MAY LEAD TO MY SUSPENSION
 OR TERMINATION FROM THE UNIVERSITY AS PER POLICY AND PROCEDURES 5-3

_____ P. I. SIGNATURE

_____ AUTHORIZED SIGNATURE

_____ APPLICANTS SIGNATURE

_____/_____/_____ DATE

INSTRUCTIONS:
 Fill out completely.
 Sign and date.
 Email or hand deliver to your respective admin for processing.

- Atmos - Holley Moreno (holly.moreno@utah.edu)
- G & G - Thea Hatfield (thea.hatfield@utah.edu)
- Mining - Pam Hofmann (pam.hofmann@utah.edu)
- MSE - Josh Hansen (joshua.snow.hansen@utah.edu)