



# Key Request Form

R# \_\_\_\_\_ eRaider \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

## REQUEST TYPE

- New Employee       Location Change  
 Position Change       Lost Key (Fee Required)  
 Other \_\_\_\_\_

## KEY REQUEST DETAIL

Building \_\_\_\_\_ Room# \_\_\_\_\_

Building \_\_\_\_\_ Room# \_\_\_\_\_

Building \_\_\_\_\_ Room# \_\_\_\_\_

**Special Requests** (Separate request form required for master level keys.)

## KEY REQUEST APPROVAL

All parties acknowledge that the key(s) requested are the property of TTUHSCPE and this request and use of the key will be in compliance OP 61.24. Lost keys may incur a fee to have a new key issued. Keys can only be issued to requestor. Master keys require additional approval.

Requestor Name	Requestor Signature	Date
Department Head Name	Department Head Signature	Date
Second Request Approver	Second Request Approval Signature	Date

## KEY ISSUANCE

Issued By: _____	Key(s) Issued: _____
Date: _____	
ID Verified: _____	Keys Accepted _____

## KEY RETURNED

Returned To: _____	Keys Returned: _____
Date: _____	
Returned by: _____	Return Reason: _____