

**TSU KEY #**

**TARLETON STATE UNIVERSITY KEY REQUEST**

**EMP. CODE #**

To the Director of Facilities Maintenance, Physical Plant Office:

Date:

Please issue a key (or keys) to \_\_\_\_\_ Phone #

Room #'s \_\_\_\_\_ Building

Do you have other TSU keys checked out to you? \_\_\_\_\_ YES \_\_\_\_\_ NO

If name has changed since last key issued please state previous name. \_\_\_\_\_

Requested by: \_\_\_\_\_  
(Signature of Department Head) (Department) (Acct. #)

Approved by: \_\_\_\_\_  
(Director of Facilities Maintenance) Master keys must be approved by Associate Vice President of Physical Facilities

If Master keys are requested, send or fax request directly to Associate Vice President of Physical Facilities Office. When approved, request will be forwarded to the Facilities Maintenance Department.

I am the person who will be using this key and will be responsible for seeing that it is returned when I no longer need it.

\_\_\_\_\_  
(Signature to be signed when key is received) (Date)

**RETURN KEY(S) TO FACILITIES MAINTENANCE OFFICE**

Key returned by \_\_\_\_\_ on \_\_\_\_\_  
(Signature of person returning key(s)) (Date)

Accepted by \_\_\_\_\_ on \_\_\_\_\_  
(Signature of Physical Plant Employee) (Date)

**TO OBTAIN KEY(S)**

1. COMPLETE THIS FORM (MULTIPLE KEYS MAY BE REQUESTED ON ONE FORM)
2. GET DEPARTMENT HEAD'S APPROVAL AND SIGNATURE, THEN **FAX FORM** TO FACILITIES MAINTENANCE OFFICE. @ **9270**
3. WHEN KEY HAS BEEN CUT, IT WILL BE TESTED FOR ACCURACY AND DELIVERED TO KEY RECIPIENT FOR SIGNATURE.
4. A COPY OF THE KEY REQUEST WITH SIGNATURE WILL BE SENT TO THE REQUESTING DEPARTMENT AND TO HUMAN RESOURCES.

**TO RETURN KEY(S)**

1. WHEN THE KEY IS NO LONGER NEEDED, PICK UP THE DEPARTMENT COPY.
2. BRING THE COPY AND THE KEY(S) BEING RETURNED TO THE FACILITIES MAINTENANCE OFFICE.
3. THE PERSON ACCEPTING THE KEY WILL SIGN THE COPY SHOWING THE KEY HAS BEEN RETURNED.
4. TAKE SIGNED COPY BACK TO YOUR DEPARTMENT.

**If key(s) are lost, immediately notify your Department Head, University Police, and Facilities Maintenance. New keys will not be issued unless the University Police and Facilities Maintenance have been notified.**