

TSU KEY #

TARLETON STATE UNIVERSITY/SSC - KEY REQUEST

EMP.CODE #

**TO OBTAIN KEY(S)**

1. COMPLETE THIS FORM

2. GET DEPARTMENT HEAD/DEAN'S SIGNATURE APPROVAL, MAIL OR EMAIL THIS FORM TO [TarletonFacilitiesServices@sscserv.com](mailto:TarletonFacilitiesServices@sscserv.com)

3. A NOTICE BY E-MAIL OR PHONE WILL BE SENT WHEN KEY IS READY FOR PICK UP

4. KEY MAY BE PICKED UP AND SIGNED FOR AT PHYSICAL PLANT OFFICE

DATE: \_\_\_\_\_

Please issue key(s) to: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you have other key(s) checked out to you? Yes No

IF YES, PLEASE PROVIDE EMPLOYEE KEY CODE (FOUND ON YOUR ISSUED KEY(S)). \_\_\_\_\_

If name has changed since last key issued please list previous name: \_\_\_\_\_

Is this request for the replacement of a lost, stolen, or broken key? Yes No  
(If yes, must have Campus Police Report.)

Access needed to Room #'s: \_\_\_\_\_

Building/Building #: \_\_\_\_\_ Department: \_\_\_\_\_

Requested by: \_\_\_\_\_

(Signature of Dept. Head -NO STAMPS

PRINT NAME

Master Key Approval: \_\_\_\_\_

(Signature of Dean -NO STAMPS)

PRINT NAME

Approved by: \_\_\_\_\_

(Director of Facilities Maintenance)

Master Key(s) must be approved by the Director of Facilities

I am the person using these key(s) and I will be responsible for returning them when they are no longer needed.

(Signature – To be signed when key(s) are received) \_\_\_\_\_ Date: \_\_\_\_\_

**TO RETURN KEY(S)**

1. BRING KEYS TO THE FACILITIES MAINTENANCE OFFICE (ALLOW 10 MINUTES FOR RETURN PROCESS)
2. SIGN AND DATE FACILITIES MAINTENANCE KEY RETURN FORM
3. FACILITIES MAINTENANCE EMPLOYEE WILL SIGN SHOWING THE KEY HAS BEEN RETURNED
4. PER REQUEST – OBTAIN A COPY FOR YOUR DEPARTMENT’S RECORDS

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

Please call 254-968-9267 or 254-968-0778 if you have any questions.