

APPENDIX A  
**KEY REQUEST FORM (6/30/09)**

KEY # _____ (Locksmith Only)
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**Key Holder**

<b>Name:</b> (Print Only)	_____	_____	_____	_____
	Last	First	MI.	UIN# (circle one) Faculty/Staff or Student K#
	_____			_____
	Title			Requesting Dept / Phone / Fax
	_____			
	Printed Name of Chair / Department Head			

**Requestor:**  
(Required)

_____	_____
Signature of Chair / Dept Head	Date
_____	
Printed Name of Dean/Administrator	

**Approved by:**  
(Required)

_____	_____
Signature of Dean/Administrator	Date

**Reviewed by:**

_____	_____
Signature of Superintendent of Building Maintenance	Date

**Approved by:**

_____	_____
Signature of Director of Physical Plant	Date

**Master Key(s) Only Authorized by Executive Director for University Facilities**

**Approved by:**

_____	_____
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