



Instructions: Fill out form on-screen, print, sign, and return to Physical Plant office - Room 214 Mercy Hall, Campus Box 77

Date:

Key Number:

Quantity:

Building:

Room Number:

End User:

Position:

End User Phone:

Dept. Phone:

Authorized by:

Department

Authorization signature: _____
(signature of authorized person ONLY)

***** Items below to be completed when key(s) are picked up from Physical Plant office *****

Received by: _____
(signature)

Date Received: _____

(print name)

Keys may be requested and/or picked up by authorized faculty or staff members only. Students may not request or pick up keys