

# TENNESSEE TECHNOLOGICAL UNIVERSITY

## NEW KEY REQUEST FORM

**New key(s) \_\_\_\_\_ or Replace lost or stolen key(s) \_\_\_\_\_ (Please attach copy of UPD Report)**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
Last First MI

DEPT: \_\_\_\_\_ EXT #: \_\_\_\_\_ OLD INDEX #: \_\_\_\_\_  
COA String: \_\_\_\_\_

EMAIL: \_\_\_\_\_ @tnitech.edu STATUS: FACULTY \_\_\_\_\_ or STAFF \_\_\_\_\_ FULL-TIME: YES \_\_\_\_\_ or NO \_\_\_\_\_  
NEW HIRE: YES \_\_\_\_\_ NO \_\_\_\_\_ If New Hire, please enter start date: \_\_\_\_\_

<u>QUANTITY</u>	<u>BUILDING / ROOM # / DOOR</u>	<u>KEY #</u>	<u>SEQUENCE #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Authorization for Key(s) Request :

Department Chairperson Printed Name POSITION

Dean or Administrative Officer Printed Name POSITION

Department Chairperson Signature Date

Dean or Administrative Officer Signature Date

\*\*\*Signature of Applicant Indicating Receipt of Keys Date

AVP of Facilities and Business Services Approval Date

\*\*\*Signature verifies keys have been received and keyholder is familiar with TTU Key Policy #561  
New key(s) will be held for 30 days from notice to pick up before they are destroyed at the departments expense.  
Eagle Card required as ID for pick up - only keyholder may pick up key(s).

**NOTE: Any lost or stolen key(s) must be reported to University Police. Responsibility falls to the key holder's department and the department will be held subject to cost of recoring and replacing key(s).**