



# Key Request

Reason for Key Request—*Check the appropriate box. If Other, please state a short explanation.*

New employee

Damaged key replacement

Lost/Stolen key replacement

Other: \_\_\_\_\_

# of Keys	Room No.	Key No.	Person(s) Key Will Be Assigned To (if more than one, list each)

Additional remarks:

Date prepared	Building (1 per request)	Account number
Person making request	Phone number	Authorized signature / date
Building/Room where keys should be delivered	Phone number	Building Key/Security Coordinator signature / date

**FOR FACILITIES USE ONLY**

Approved by UF Dispatch: \_\_\_\_\_ signature / date \_\_\_\_\_ Work Order No: \_\_\_\_\_

Person Receiving Keys: \_\_\_\_\_ signature / date

Delivered by Lockshop: \_\_\_\_\_ signature / date