



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