

**TENNESSEE TECHNOLOGICAL UNIVERSITY  
NEW KEY REQUEST**

Please print or type. You may fill in form on screen and print to obtain signatures

**DATE:**

Name:

(Last)

(First)

(MI)

T#:

Department:

Box #:

Ph #:

Account Information:

Index

Fund

Org

Program

Status Information:

Faculty

Staff

Student

Other

Action Information:

New Key

Key Returned

Key lost/stolen

(Documentation attached)

Building

Room(s)/Door/Area

No. on Key

For Office Use Only

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorization for Key Request:**

\_\_\_\_\_  
Departmental Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean or Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant indicating  
Receipt of Key(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Finance or Designee

\_\_\_\_\_  
Date

**Signature for Key Return to Facilities & Business Services:**

\_\_\_\_\_  
Signature of Applicant indicating  
Return of keys listed above

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Finance or Designee

\_\_\_\_\_  
Date

**Upon completion of this form, send to Facilities, Box 5041. Lost or stolen keys must be immediately reported to University Police.**