

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: _____ **@tntech.edu** STATUS: FACULTY ___ or STAFF_X_ FULL-TIME: YES_X_ or NO ___

NEW HIRE: YES ___ NO_X_ 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 Nam _____ POSITION _____

Department Chairperson Signature _____ Date _____

Dean or Administrative Officer Signature _____ Date _____

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

AVP of Facilitites 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).