Submitted Date: _____   R Number: _____

TEXAS TECH UNIVERSITY
Department *of* Biological Sciences

Key Request Tally Sheet

<table>
<tr><td></td><td><u>Directions</u></td></tr>
</table>

The individual that key(s) are being requested for is:

Faculty   Staff   Student

Directions

Step 1: *Required* Select Faculty, Staff or Student

Step 2 : Enter "issue to" name / email address

Step 3: List Building Name(s) and Room Number(s)

Step 4: Print completed document and present to Department Head for approval

Step 5: Request signature from your PI to approve this key request

Step 6: Return form to Main Office (Biology 108)

Please issue the following key(s) to: _____   _____

(Recipients name)   **(email address)**

Building	**Room**	**Key Code (lock shop Use)**

PI Signature: _____

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