



	R#		
Print: Last Name, First Name MI.			Date
Print: Employee's E-mail Address	Employee Signature		
Print: Professor/Supervisor	Professor/Supervisor Signature		
<p>Key Issue: All new keys will be picked up at the Physical Plant Lock Shop (Room 110). You will need a photo ID.</p> <p>Card Access: You must have a new TTU ID to be able to use electronic access.</p> <p>Key Return: All keys must be returned to Chemistry Room 125B upon your last day of work. Students not returning keys will have a hold placed on their account.</p> <p>Key Replacement: If you have a key that is bending or about to break, take it to the Physical Plant Lock Shop for a replacement. This is for keys that are missing.</p> <p>Key Transfers are not allowed!</p>	Room #	Drw/Desk #	Key #
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	OFFICIAL USE ONLY		
Building Key Supervisor Signature			
Request ID:			

A copy of this form can be provided.