

Texas Tech Library  
Key Request Form

Name

Department

R Number

Keys for: Faculty

Staff

Building:

Key(s) – Metal Room Number	Card – TTU I.D. Room Number	Card – TTU I.D. Access Times

Comments (if necessary)

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Direct Supervisor Signature

Associate Dean Signature

Dean of Libraries Signature

Route completed forms to:

Donna Ortega ([donna.ortega@ttu.edu](mailto:donna.ortega@ttu.edu)), Library Administration, 310C

Donna Ortega Signature