

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)

Direct Supervisor Signature

Associate Dean Signature

Dean of Libraries Signature

Route completed forms to:
Donna Ortega (donna.ortega@ttu.edu), Library Administration, 310C

Donna Ortega Signature