North Dakota State University
Facilities Management Department

Date: 11/2/2006 Date Received: _____

Key Request Form

Reset worksheet

Use the following codes under in the Reason field:

A Create a Key **R** Returning Keys **LR** **L**ost Key/make **R**eplacement key
NF **N**ew **F**aculty/Staff **NS** **N**ew **S**tudent/Student Employee **LN** **L**ost Key/**N**o replacement key needed
O **O**ther (please specify) _____

Name	EMPL Number	Building	Room/ Door	Key Code	Reason	Facilities Management. use only

Requested by: _____ 11/2/2006
Signature Phone# Date Department

Dept. Authorization: _____
Signature Phone# Date

Key Control Official: _____
Signature Phone# Date

Fac. Mgmt. Authorization: _____
Signature Date

Keys Picked Up By: _____
Signature Date

Keys to be picked up by: (if different than Key Control Official)

_____
Name Phone

Keys needed before:

_____

It is the policy of the Facilities Management department to issue no more than one key per person, for each lock. If a lock needs re-keying, also complete a service request.

Rev 11/02/06