

**TENNESSEE STATE UNIVERSITY  
KEY REQUEST FORM  
PLEASE PRINT OR TYPE**

REQUESTOR INFORMATION (REQUIRED):

(PRINT NAME) LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_  
MIDDLE INITIAL: \_\_\_\_\_ EMPLOYEE ID#: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
DEPARTMENT (BANNER#): \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

EMPLOYEE TYPE:  CONTRACTOR  FULL TIME  PART TIME  
FOAP#: \_\_\_\_\_

**NOTE: COST OF ALL MATERIALS AND LABOR ARE CHARGED TO THE APPROPRIATE ACCOUNT NUMBER**

BUILDING: \_\_\_\_\_  
SUITE AND ROOM #(s): \_\_\_\_\_

SELECT KEY TYPE:  REGULAR  SUB-MASTER  MASTER KEY  
REQUESTOR RELATIONSHIP:  FACULTY  STAFF  ADMINISTRATOR  GRADUATE ASSIS.  
REASON FOR KEY REQUEST:  NEW ISSUE  BROKEN  LOST  THEFT

**(BROKEN, LOST, AND STOLEN KEYS REQUIRE A POLICE REPORT OR A RETURNED KEY BEFORE ANOTHER IS ISSUED)**

TEMPORARY ISSUE: (SPECIFY TERM): \_\_\_\_\_  CONTRACTOR  OTHER: \_\_\_\_\_

**I HAVE READ THE KEY CONTROL POLICY AND AGREE TO COMPLY WITH ALL PROVISIONS. I ALSO UNDERSTAND THAT A VIOLATION OF ANY PART OF THE KEY CONTROL POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION AND MAY LEAD TO TERMINATION. I FURTHER UNDERSTAND ALL KEYS ASSIGNED TO ME MUST BE RETURNED UPON RESIGNATION/TERMINATION.**

SIGNATURES:

\_\_\_\_\_  
REQUESTOR (PRINT AND SIGN NAME) EXTENSION DATE  
APPROVAL:

\_\_\_\_\_  
SUPERVISOR (PRINT AND SIGN NAME) EXTENSION DATE  
APPROVAL:

\_\_\_\_\_  
DIRECTOR / DEPARTMENT HEAD (PRINT AND SIGN NAME) EXTENSION DATE  
APPROVAL:

\_\_\_\_\_  
ASSISTANT VICE PRESIDENT OF OPS (SIGNATURE REQUIRED FOR SUB-MASTER) DATE  
APPROVAL:

\_\_\_\_\_  
VICE PRESIDENT (SIGNATURE REQUIRED FOR MASTER KEYS ONLY) DATE

**NOTE: BUILDING ENTRY KEYS REQUIRE VICE PRESIDENT APPROVAL AND MASTER KEYS REQUIRE PRESIDENTIAL APPROVAL.**

**REQUESTOR, LEAVE BELOW SECTION BLANK FOR KEY SHOP TO COMPLETE**

APPROVAL:

\_\_\_\_\_  
OPERATIONS BUILDING ACCESS COORDINATOR (PRINT AND SIGN NAME) EXTENSION DATE

NUMBER OF KEYS: \_\_\_\_\_ TOTAL COST

KEY CODES AND SERIAL NUMBERS: \_\_\_\_\_  
\_\_\_\_\_

RECIPIENT OF KEY(S):

\_\_\_\_\_  
SIGNATURE (PRINT AND SIGN NAME) EXTENSION DATE