

The University of Texas of the Permian Basin

Key Request Form

All key requests require a minimum of 48 hours to be filled.

All entries must be typed except for signatures.

Date: _____

_____ is authorized to receive the following key(s).

Please type employee name

Building: _____ Room #: _____ or Key #: _____

Building: _____ Room #: _____ or Key #: _____

Building: _____ Room #: _____ or Key #: _____

Building: _____ Room #: _____ or Key #: _____

Building: _____ Room #: _____ or Key #: _____

Building: _____ Room #: _____ or Key #: _____

Building: _____ Room #: _____ or Key #: _____

Official Employee Title per HR: _____

(example: Professor/Dean, Admin I, II or III)

Department Employed by: _____

EID (required before issuance of key): _____

Employee email: _____

Employee Extension: _____

Employee Signature

Budget Head Name (Typed)

Budget Head Signature

You will be notified by phone or email when key is ready for pick up. Picture ID will be required to check out key. After receiving Department Budget Head Signature, please fax to Physical Plant at x2770.