



## KEY REQUEST

TYPE	BUILDING	ROOM #/AREA FOR KEY:	KEY TO BE ASSIGNED TO:	<i>office use only</i> date key delivered:

USER'S SIGNATURE: \_\_\_\_\_ (Print Name) \_\_\_\_\_ DATE: \_\_\_\_\_ CONTACT INFO: \_\_\_\_\_

USER'S SUPERVISOR'S SIGNATURE: \_\_\_\_\_ (Print Name) \_\_\_\_\_ DATE: \_\_\_\_\_ CONTACT INFO: \_\_\_\_\_

KEY MADE BY: \_\_\_\_\_ (Print Name) \_\_\_\_\_ DATE: \_\_\_\_\_

Please print then fill in all fields. Have this document signed by your supervisor/Chairman of Dept then please scan and email to [CampFac@ltu.edu](mailto:CampFac@ltu.edu).

**EXAMPLE**

**Type:** 1M2, 1DD1...

**Building:** Science, Engineering, Reuss Hall...

**Room #/Area for key:** J353A, M108, E22 OR DMK (Dept Master Key for an entire department MUST be authorized by Dept Chair)...

**Key to be assigned to:** the name of the person who will be using the key and signing for receipt of the key