

# Key Request Form

(new key system)

LAST NAME	FIRST NAME	ID#
DEPARTMENT	TITLE	PHONE
EMAIL	ALL KEYS VALUED @ 50.00 EACH	

BUILDING	ROOM	KEYCODE	SERIAL#

EMPLOYEE SIGNATURE	DATE
APPROVER SIGNATURE	DATE

(APPROVER =DEPARTMENT HEAD OR DEAN)

NO SUBMASTER OR MASTER KEYS WILL BE ISSUED, BUT WILL BE AVAILABLE VIA KEYBOXES LOCATED STRATEGICALLY AROUND CAMPUS FOR USE ON AN 'AS NEEDED' BASIS AND RETURNED ON THE SAME DAY.

GA'S MAY CHECK OUT THESE KEYS AS WELL RATHER THAN BEING ISSUED KEYS

SEND QUESTIONS ABOUT THIS PROCESS TO [LOCKSHOP@VALDOSTA.EDU](mailto:LOCKSHOP@VALDOSTA.EDU)