

**East Texas Baptist University**  
**Key Request Form**

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Please email all key request to Physical Operations at [maintenance@etbu.edu](mailto:maintenance@etbu.edu)

Please call Physical Operations at ext. 2098 if you have any questions.

Note: Before this form is submitted, the supervising vice president must sign the form giving approval for key distribution.

Department: \_\_\_\_\_

Room/Location: \_\_\_\_\_

Number of keys requested: \_\_\_\_\_

Person making request: \_\_\_\_\_

Person key is requested for: \_\_\_\_\_

Date of request: \_\_\_\_\_

Reason for request: \_\_\_\_\_

Signature of supervisor or dean in your department: \_\_\_\_\_

Signature of vice president in your department: \_\_\_\_\_

(Must be signed before key is made by: Dr. Blackburn, Dr. Bryant, Mrs. Braun, Mr. Erwin, Mr. Ferguson, Mr. Johnston, Dr. Sanders)

Physical Operations will test the new key(s) prior to delivery. Key recipient must sign for key(s) upon delivery by Physical Operations.

Signature of person receiving key: \_\_\_\_\_

Date received: \_\_\_\_\_