

East Texas Baptist University
Key Request Form

Please submit all key request to Physical Operations. 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, Mr. Caffey, Mr. Erwin, Mr. Ferguson, Dr. Hadlock, 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: _____