

Work Order #

ID #

## Lock / Key Request Form

*This form requires original signatures and therefore must be printed out and mailed to:*

*Key Request*

*Service Building*

*(all information is required)*

Date:

Requested for (Name, Title):

Requestor's Address (Building, Room):

Phone:

Department:

Address of Requested Key (Building, ALL Rooms):

Reason for Request

Acceptance of keys covered by this request is with the understanding that issuance and use will be in accordance with the campus Key Policy at <http://www.oneonta.edu/admin/police/pages/keypolicy.asp>

Signatures (original only):

(Print Name)

APPROVED BY (Department Chair or Director):

Building Administrator (If required):

Received by (Individual):

\*\*\*\*\* FOR OFFICIAL USE ONLY \*\*\*\*\*

MOC Approval: