

# EASTERN MICHIGAN UNIVERSITY KEY REQUEST FORM

Fax# 734-487-3407 /Phone: 734-487-2494

Requester's Fund#: \_\_\_\_\_ Org#: \_\_\_\_\_ Program#: \_\_\_\_\_

Undergrad       Grad Student       Student       Faculty/Staff       Temp/Part Time

Key Holder:

\_\_\_\_\_  
 Name                      Last    First    Title

Department: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Central Operations  
Key Office Use Only**

Key Type	Room#	Building/Area Description	QTY	Prefix	Serial#

**KEY TYPES:**

GM= Grand Master - Operates all locks in a division or college or large building.

MK= Master – Operates all locks within a particular building.

SMK= Sub-Master – Operates all locks within a particular area, suite or department.

OK= Operating key – Operates a specific office or main suite or storage room lock.

FL= File Cabinet Key and Desk Key

**PLEASE INDICATE:**

Keys will be picked up by Key Coordinator, send pick-up notice to \_\_\_\_\_@emich.edu

Keys will be picked up by key Holder, Pick-up notice will be sent to Key Holder's email address.

Authorizing Authority Name and Title: \_\_\_\_\_

PRINT NAME

Authorizing Authority Signature: \_\_\_\_\_

**There will be a charge of \$25.00 per key to the ORG listed above for keys not picked up within 30 days of notification.**

By signing this form you are agreeing to the responsibilities associated with possession of a key and to comply with Eastern Michigan University's key policy and procedures. These responsibilities include reimbursing the University \$25.00 per assigned key for keys that are lost or not returned to the University upon termination of employment.

Please sign when picking up key.

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 Key Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 Key Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Physical Plant Use Only**

Date Received: \_\_\_\_\_ Work Order# \_\_\_\_\_

Date Sent Email for key pick up: \_\_\_\_\_ Entered into TMA \_\_\_\_\_