http://www.viterbo.edu/sites/default/files/administative_offices/communications_and_marketing/vu_horiz_2color.png

**Key Request Form\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please refer to Viterbo University Physical Plant webpage for information regarding key policies.*

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

Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of recipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Requested for: Faculty/Adjunct \_\_\_\_\_\_\_\_\_ Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Building | Room Number | Number of Keys Required |
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Signature of departmental authority providing authorizaion: Date

The key request form can be e-mailed to [dmpopp@viterbo.edu](mailto:dmpopp@viterbo.edu) or it can be sent through interoffice mail to the Physical Plant.

No key request will be processed without the proper authorization by the department president, vice-presidents, or deans.

Physical Plant Administrative Assistant will contact the key recipient when the key(s) are ready for distribution. Keys should be picked up by the individual who is receiving the key(s). Proper ID must be shown.