

FLORIDA A&M UNIVERSITY KEY REQUEST FORM

This form must be used to request an office, classroom, or key request. Incomplete forms and/or those not approved by the appropriate Department Head, Associated Dean, or Dean of School will not be accepted. Send completed forms to the Service Response Center via fax, (850)-599-3938, or via email to ServRspCtr@famu.edu.

Keys may be picked up at the KeyBank located in the Plant of Operations & Maintenance (POM), A Building, Suite 102, during regular hours of operation (Monday through Friday – 8:00 AM – 5:00 PM. Contact us at (850)-561-2834. To pick up keys, the requestor must present a valid, government issued photo identification. Keys will be ready for pick up after 2 business days of receipt of properly completed form.

ACCESS REQUESTED FOR: (PLEASE TYPE OR PRINT)					
Last Name:		First Name:		MI:	
FAMU Em.ID #		Work Phone:			
Department:		Email:			
ACCESS REQUESTED TO: (PLEASE TYPE OR PRINT)					
Date:		Work Order#			
Key ID #:		Key ID #:		Key ID #:	
Key ID”		Key ID#		Key ID#	
Room(s)					
Comments					
APPROVAL					
Printed/Typed Name of, Dean, Department Head, _____					
Signature:					Date:

Key Holder Acknowledgement

I understand and acknowledge that I have received and responsible for the key(s) described on the face of this form. The key(s) are to be used for official university business only and is/are not to be modified or duplicated. I understand that I am responsible for returning all key(s) to the KeyBank when access to the area is no longer needed or employment has been terminated or upon request of the KeyBank representative within 5 days after my last day of employment. I understand that the cost to replace lost or stolen key(s) are cost associated with restoring security to an area compromised by my actions shall be paid by me and/or the responsible department.

Signature: _____ **Date:** _____

KeyBank Supervisor: _____ Date: _____

POM Superintendent of Building Maintenance: _____ Date: _____

POM Director of Building Maintenance: _____ Date: _____