



# Key Authorization Signature Form

Physical Plant  
065 Allyn Hall  
Dayton, OH 45435-0001  
(937) 775-4444

Please print the name of the person(s) authorized to sign **Key Request Forms**. Follow the printed name with signature and indicate the buildings or areas they are authorized to approve. These forms will be kept on file and no Key Requests will be honored without proper signature. Person signing the Key Request Form will be responsible for the key(s) until returned to the key shop.

Last name \_\_\_\_\_ First name \_\_\_\_\_ Title \_\_\_\_\_

Bldg./area \_\_\_\_\_ Signature \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Title \_\_\_\_\_

Bldg./area \_\_\_\_\_ Signature \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Title \_\_\_\_\_

Bldg./area \_\_\_\_\_ Signature \_\_\_\_\_

The above personnel are authorized to approve Key Requests for designated buildings or areas.

\_\_\_\_\_  
Dean, Chair or Director

\_\_\_\_\_  
College/department/office \_\_\_\_\_ Phone \_\_\_\_\_

Return to Physical Plant; Attn: Keys, 065 Allyn Hall

Distribution: white—Physical plant; canary—department

215450/2604-08/JA09/100