|  |  |
| --- | --- |
| Wright State primary logo - fullcolor | **Key Request Form*****All Fields Required*** |
| Initial Issue |  |  | Name (print) |   | Date |  |
| Lost/Stolen |  |  |
| Broken/Worn |  |  | Department |   | UID |  |
| Multiple Copies\* |  |  |
| Additional Keys\* |  |  | Office Location |  | Office/Cell Phone |  |
| *(memo required)* |  |  |
| **Employment Category** |  |  |  |  |  |  |
| FT Faculty/Staff |  |  | **Door Number** | **Building** | **Plant Management**  | **Code** |
| PT Faculty/Staff |  |  | Lockshop Use Only | Lockshop Use Only |
| Adjunct Faculty |  |  |  |  |  |  |
| Emeritus Faculty |  |  |  |  |  |  |
| Graduate Assistant |  |  |  |  |  |  |
| Student |  |  |  |  |  |  |
| Student Employee |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Authorizations\*** |  |  |  |  |  |  |
| **Dept. Chair/Director** (Individual/Submaster) |  |  |  |  |
|  |  |  |  |  |  |  |
| **Director, Physical Plant** (All Masters) |  |  |  |  |
|  |  |  |  |  |  |  |
| **Vice President BFA** (Grandmaster/ |  |  |  |  |
|  | Great Grandmaster) |  |  | Printed Name | Signature/Date |
| *\*For specific guidance, refer to Wright Way Policy 3401* |