|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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* | | | | | | | | | | | | | | |