



CAMPUS KEY REQUISITION

Individual receiving key must submit this completed form to the Office of Facilities Services (Plew Building, 6th Ave. and Grant Street, fax: 406-994-6572, email: keyrequest@montana.edu). Facilities Services will notify the keyholder when the key is ready for pick up. (Please allow at least one working day for processing.) Your key may be picked up from Facilities Services during posted hours for key issue. You will be required to present valid and current photo ID, and sign an audit statement for any keys that are currently issued to you.

Section A:

Requesting Department	Request Date
Department Contact (Print Name)	Phone
	Email

Section B: Please issue the following key to:

Name (Print keyholder name)	GID # (last 4 digits)
Phone	Email
Faculty <input type="checkbox"/>	Staff <input type="checkbox"/>
Student <input type="checkbox"/>	
Key#(s)	
Building Name (Required) (Complete separate form for additional buildings)	Room Number(s)
Estimated Key Return Date (optional):	
Please ensure Section D is completed for a building master or restricted key request.	

Section C: Approval Signatures

Department Head (Print Name)	Signature:	Date:
Building Supervisor/Key Signatory (Print Name)	Signature:	Date:

Section D: All Key Requisitions for building masters or restricted keys must be signed by the Director of Auxiliaries (Residence Life, Family and Graduate Housing or SUB) or the Director of Facilities Services (all other buildings)

Director (Facilities Services or Auxiliaries)	Date:
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The above issued keys are University property and are your responsibility. Fabricating, duplicating or modifying University keys is prohibited. DO NOT loan your key to anyone. Report lost or stolen key(s) to your Building Supervisor, University Police and Facilities Services as soon as possible. Key(s) must be turned in to Facilities Services at the end of your assignment and/or employment.