



Business Office Key Request Form

Building	Room Number	Key Code If known	To be issued to:	Signature upon receipt

New Employee
 New Office or Facility Assignment
 Lock Change
 Worn Key Returned
 Other, please explain: _____

Individual Completing this Request:

Name: _____

Contact number: _____

Date: _____

Account to charge: _____

Authorization Signatures Required (Faculty Request)

Divisional Chair: _____

Dean of the College: _____

Authorization Signature Required (Staff Request)

Department Budget Manager: _____

- Please forward all key requests to the Carthage Business Office, Lentz Hall 434
- Report all lost or stolen keys promptly to the Business Office. A lost key may require changing of the lock core.
- Carthage does not issue non-residential facility keys to students.
- Depending on the key request, additional building management authority approval may be required

For Office Use:
Date Received: _____

Date Order Completed: _____