

## Key Request Form

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Keys remain property of Wiley University and must be returned upon separation. Lost keys may result in a \$50 replacement fee.

### Employee Information

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**Name****Employee ID****Department****Position/Title****Phone****Email**

### Key Request Details

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**Request Type**

- New Key
- Replacement Key
- Additional Key
- Return Key

**Building Name \*****Room Number(s) \***

**Justification for Access \***

**Approvals**

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**Employee Signature**

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Date: \_\_\_\_\_

Sign above

**Department Head/Supervisor Approval**

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Date: \_\_\_\_\_

Sign above

**Facilities Use Only**

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**Key Number Issued**

**Date Issued**

(MM/DD/YYYY)

**Issued By**

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Date: \_\_\_\_\_

Sign above