

Key Request Form

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

Employee Information

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

Key Request Details

Request Type☐ New Key☐ Replacement Key☐ Additional Key☐ Return Key**Building Name *****Room Number(s) ***

Justification for Access *

Approvals

Employee Signature

Sign above

Date: _____

Department Head/Supervisor Approval

Sign above

Date: _____

Facilities Use Only

Key Number Issued

Date Issued

(MM/DD/YYYY)

Issued By

Sign above

Date: _____