

THE UNIVERSITY OF TEXAS AT DALLAS – KEY REQUEST
 REPLACEMENT **OR** **NEW ISSUE**

REQUESTOR INFORMATION

CHECK ONE: **FACULTY** **STAFF**

LAST NAME	FIRST NAME	UTD ID (NO SS #)	PHONE NUMBER	DATE
E-MAIL ADDRESS (USED FOR CONFIRMATION)	DEPARTMENT	MAIL SLOT	COST CENTER NUMBER	

KEY INFORMATION

BUILDING	ROOM NUMBER	SPECIAL REQUIREMENTS
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APPROVAL

IF E-MAILING FORM, ROUTE IN THIS ORDER:

1. PERSON WITH SIGNATURE AUTHORITY FOR ACCOUNT
2. KEYREQUEST@UTDALLAS.EDU

IF PRINTING FORM, GET THE AUTHORIZING SIGNATURE AND EITHER MAIL THE FORM TO **FM11** OR FAX TO **2075**.

PERSON WITH SIGNATURE AUTHORITY & PHONE NUMBER (PRINTED NAME)	SIGNATURE	DATE
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Approvals required for Building Masters and Grand Masters
Justification must be included on all master key requests.

JUSTIFICATION

DEAN OR VICE PRESIDENT (PRINTED NAME)	SIGNATURE	DATE
Richard Dempsey	SIGNATURE	DATE
ASSOC VICE PRESIDENT FOR FACILITIES MGMT	SIGNATURE	DATE
Dr. Calvin Jamison	SIGNATURE	DATE
VICE PRESIDENT FOR ADMINISTRATION	SIGNATURE	DATE

Issuance Agreement

I ACKNOWLEDGE RECEIPT OF THE ABOVE LISTED KEY AND AGREE TO ADHERE TO THE KEY CONTROL POLICIES AND PROCEDURES AS PER THE UNIVERSITY RULES & REGULATIONS.

- A. KEY(S) REMAIN THE PERMANENT PROPERTY OF UTD.
- B. A MISSING KEY SHALL BE REPORTED IMMEDIATELY TO UTD KEY SHOP (972-883-4093) AND THE EMPLOYEE'S DEPARTMENT HEAD.
- C. INDIVIDUALS MAY NOT LOAN KEYS TO ANYONE.
- D. ONLY A UTD LOCKSMITH MAY DUPLICATE A UTD KEY.
- E. NO EMPLOYEE WILL UNLOCK A DOOR FOR ANY PERSON.
- F. UPON TERMINATION OF EMPLOYMENT OR WHEN A CHANGE IN SPACE ASSIGNMENT OCCURS, KEY(S) MUST BE RETURNED TO THE KEY SHOP. A FEE OF \$25.00 WILL BE CHARGED FOR EACH UNRETURNED KEY PLUS \$35.00 FOR EACH CORE THE LOST KEY OPERATES.

KEY REQUEST MUST HAVE UTD ID NUMBER TO BE PROCESSED.