

KEY REQUEST

(Printed) Last Name

First Name

Middle Name

A: _____ Note: Students will be required to turn in their keys at end of semester.

PHONE NUMBER TO CALL WHEN KEY IS READY FOR PICKUP _____

(EMPLOYEE MUST COME IN PERSON TO PICKUP THE KEY & SIGN THEIR KEY CARD.)

CHECK ONE (This Part Must Be Checked)

- New employee – has never had VU keys.
- Returning employee - has had keys in the past but not active.
- Has other keys already on file right now
If last name has changed, indicate prior name: _____

TO KEY CONTROL DEPARTMENT

- Building(s): _____
- Room #'s: _____

Employee's Signature (Legible please)

Position

Date

(By signing this form, you agree that you have read and understand the additional notes below)

Employees' Dean/Supervisor Signature

Position

Date

(This form must be signed by the Dean. In areas that do not have a Dean, a Supervisor must sign)

Once form is completed, forward to PHYSICAL PLANT:

- Scan and Email: pplant@vinu.edu
- FAX: 812-888-4815
- Regular Campus Mail – PPLANT – PP41

ADDITIONAL NOTES:

- DO NOT give your key(s) to new employees, secretaries, supervisors, etc.
- When keys are no longer needed, keys must be RETURNED to Physical Plant.
- New employee must request new key(s).
- For new keys, please allow one or two business days. We will call the number on the form when they are ready for pickup.
- Reminder: The person requesting the key(s) must come in person to sign for the key(s).
- Hours for key pickup and return are Monday – Friday 7am –4pm.
- All Keys will be returned to stock if not picked up within 30 days from date submitted.