

# KEY REQUEST

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(Printed) Last Name

First Name

Middle Name

A: \_\_\_\_\_

Email: \_\_\_\_\_

**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: \_\_\_\_\_

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**Employee's Signature (Legible please)**

**Position**

**Date**

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

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**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](mailto: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.

**\*Students will be required to turn in their keys at end of semester.\***