University of Hawai`i at Hilo *Auxiliary Services*

KEY REQUEST FORM

(Please Print) LAST NAME:	*FIRST NAME:*	*UH ID:*

DEPARTMENT/PROGRAM:	*NAME/TITLE & CONTACT PHONE OF APPROVING AUTHORITY:*

The Security Lock and Key Policy requires written subscription authorization for each key issued for facilities. To obtain key(s):

1) Determine which building, room and/or doors you need access
2) Obtain written authorization
3) Submit this completed form to Auxiliary Services
4) You will be contacted when key(s) are ready for pickup - **signature required**
5) After usage, **return key(s) by date specified** to Auxiliary Services.

An annual review will update costs. Currently replacement keys are $2 each, rekeying locks are $30 each, and replacing locks are $200 each.

BLDG/ROOM/DOOR	RETURN BY	APPROVING AUTHORITY SIGNATURE	RECEIPT SIGNATURE	KEY #	KEY CODE	ISSUE DATE	RETURN DATE

Special Comments: