UAHuntsville
The University of Alabama in Huntsville

Facilities and Operations

Locksmith Shop

LOCK CHANGE / KEY REQUEST FORM

FROM: _____ Org Number to be Charged: _____

Please select one of the following: ☐ Key Request ☐ Lock Change Request

DATE: _____ PHONE: _____

Please issue key(s) or change lock(s) as described below and charge as indicated above:

Department: _____ Building: _____ Room: _____

No. of Key(s) Requested: _____ Room # of Key(s) Requested: _____* Key Number(s) _____*

Justification for Request: _____

_____

_____

_____

_____

Name(s) of Individual(s) Receiving Keys: _____

_____

_____ Approved by (print): _____

Signature: _____
Budget Unit Head

* If more space is required please use separate sheet.

For Locksmith Shop Use Only

Notes: _____

_____

Account Debited	Date (MMYY)	Description	Amount	Account Credited
-7428		KEY/LOCKS	.	307644-7442

NOTE: Forward this form to the Facilities Work Order Desk (PPB 124)

Revised 3-2009