

# FRANKLIN PIERCE UNIVERSITY

## KEY REQUEST FORM

**PART I KEY REQUEST**— complete for all key requests (i.e. office/room key, storage room keys, building key, etc.)

1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Building	Door #	Key #	# of Keys
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Building	Door #	Key #	# of Keys
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Building	Door #	Key #	# of Keys

Requested by: \_\_\_\_\_  
Print Name Extension

Approved by: \_\_\_\_\_  
(Department Head) Signature Date

**PART II SUB-MASTER/RESTRICTED ACCESS KEY REQUESTS**— complete only when requesting master keys or keys to restricted areas

Dean or Vice President's Approval

\_\_\_\_\_  
Signature Date

**PART III KEY RELEASE**- to be signed at time of pickup at the Facilities Main Office

I accept receipt of the above keys (please note that keys will not be released to student employees)

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Signature Date

Please note- all lost or stolen keys must be reported immediately to Facilities

All keys remain the property of Franklin Pierce University and MAY NOT BE COPIED OR TRANSFERRED to any other employee, they must be returned to Facilities prior to receiving a final paycheck from Franklin Pierce University

**AFTER OBTAINING NECESSARY SIGNATURES ON FORM PLEASE EMAIL FORM TO [keyrequest@franklinpierce.edu](mailto:keyrequest@franklinpierce.edu)**

**WE WILL CONTACT YOU WHEN KEYS ARE READY FOR PICKUP. WE ARE OPEN MONDAY-FRIDAY 8:00AM-4:00PM  
KEYS NOT PICKED UP WITHIN 30 DAYS OF COMPLETION WILL BE DESTROYED**