

University of Montevallo

Key Request & Authorization Form



Read and follow all instructions.
Forms that are incomplete or have incorrect information will be returned.



If requestor is different from key holder: _____

Requestor's Name

Station #

KEY HOLDER INFORMATION

Employee Type: Full-Time Part-Time Adjunct Student Worker

_____	_____	_____
Last Name	First Name	Middle Name
_____	(205) 665-_____	() - _____
UMID	Office Phone	Cell Phone (REQUIRED)
_____	_____	_____
Department	Position/Title	UM Email Address

REQUEST

1. PRIMARY REQUEST

This is where your main office is located. Your Department Head is directly responsible for this area.

- Describe room if no number is assigned.
- Do Not include departmental common areas, e.g., copy room, classrooms, etc.
- Master keys are only issued after Building Administrator authorization.

_____	_____	_____
Building	Office #	Description

2. SECONDARY REQUEST

This section refers to offices, rooms or buildings that are not part of your Department or that are not Departmental common areas.

- Please forward to appropriate Department Head for authorization.

AUTHORIZATION

1. PRIMARY AUTHORIZATION

Key holder's Department Head must sign below to grant Primary Request.

_____	_____	_____
Primary Authorizer Name	Title	Sign & Date

2. SECONDARY AUTHORIZATION

Secondary Authorization should correspond with Secondary Request.

- If requestor's Department Head is not responsible for a requested area, the respective Department Head must sign before keys will be issued.

_____	_____	_____
Secondary Authorizer Name	Title	Sign & Date



Once completed with appropriate authorization and signatures, send this form to UM Police Department.

**UM POLICE
ATTN: UM KEYS
STATION 6155**



When keys are ready to be issued, you will be notified by email. All keys are issued and returned at UM Police Dispatch Office.

KEYS ISSUED (LOCKSMITH OFFICE USE ONLY)

	Key Number	Keymark	Building	Room/Area	Comments
1					
2					
3					

I understand that if I do not properly return keys that my final paycheck may be held pending return of keys or adjusted for the cost of key replacement or necessary lock changes. The current rate schedule at the time of adjustment shall apply.

_____	_____	_____
Key Holder Signature (only sign when you receive keys)	Date	Data Entry Initials