

Return form to: maintenance@lamar.edu

Please check: KEY Request KEY CARD Request

Is this request for a student or graduate student? **If yes** do they have an Access card?

Date of Request	Name of Person Being Issued Key(s)	Lamar L #
Phone #	Department Requesting Key	Department Index #
Name of Person Requesting the Key (if different from the person receiving the key)		Phone #

KEYS ARE FOR THE FOLLOWING LOCATION(s)

Building	Room #	Department	Type of Key Requested	OFFICE USE ONLY KEY NUMBER

TO BE COMPLETED WHEN KEYS ARE PICKED UP