

**Key Request**

**REQUESTOR INFORMATION:**

REPLACEMENT   
  LOST   
  STOLEN   
  BROKEN   
  **NEW EMPLOYEE**   
  NEW LOCK/DOOR

**Graduate student:** TA / RA / SA

POSITION TITLE (Specify if key is for graduate student)

**ASAP** \_\_\_\_\_  
DUE DATE

**Student's Last Name** \_\_\_\_\_  
LAST NAME

**Student's First Name** \_\_\_\_\_  
FIRST NAME

**89-** \_\_\_\_\_  
EMPLOYEE #

**Student's ph #** \_\_\_\_\_  
PHONE NUMBER

**email address @ lsu.edu** \_\_\_\_\_  
E-MAIL ADDRESS

**Electrical Engineering** \_\_\_\_\_  
DEPARTMENT

\_\_\_\_\_  
ACCOUNT #

**Today's date** \_\_\_\_\_  
DATE

**KEY INFORMATION:**

<b>ERAD / Building Name</b>	<b>Room ###</b>	<b>KEY CODE</b>	<b>Major Advisor has to sign or initial</b>
BUILDING	ROOM NUMBER	KEY CODE	NOTES
_____	_____	_____	_____
BUILDING	ROOM NUMBER	KEY CODE	NOTES
_____	_____	_____	_____
BUILDING	ROOM NUMBER	KEY CODE	NOTES
_____	_____	_____	_____
BUILDING	ROOM NUMBER	KEY CODE	NOTES

MODIFICATION TO THIS FORM IS STRICTLY PROHIBITED.

**APPROVAL:**

\_\_\_\_\_  
**BUILDING COORDINATOR (PRINTED NAME)**                     
 \_\_\_\_\_  
 SIGNATURE   
 \_\_\_\_\_  
 PHONE NUMBER   
 \_\_\_\_\_  
 DATE

**Signatures below are required for issuance of sub-master and master keys.**

\_\_\_\_\_  
**DEAN OR DIRECTOR (PRINTED NAME)**                     
 \_\_\_\_\_  
 SIGNATURE   
 \_\_\_\_\_  
 DATE

Tony Lombardo  
**FACILITY SERVICES EXECUTIVE DIRECTOR**                     
 \_\_\_\_\_  
 SIGNATURE   
 \_\_\_\_\_  
 DATE

Lawrence Rabalais  
**CHIEF OF POLICE**   
 \_\_\_\_\_  
 SIGNATURE   
 \_\_\_\_\_  
 DATE

**Issuance Agreement**

I acknowledge receipt of the above listed key and agree to adhere to the key control polices and procedures as per the University Rules & Regulations:

- A. Key(s) remain the permanent property of Louisiana State University.
- B. A lost or stolen key(s) must be reported immediately to LSU OFS and LSU PD. A fee will be charged for each lost key and to rekey lock(s), if deemed necessary.
- C. Individuals may not loan keys to anyone.
- D. Only an LSU locksmith may duplicate an LSU key(s).
- E. No employee will unlock a door for any person unless they are certain the individual is authorized to be in the building/room/area.

Upon termination of employment, periods of extended leave from the university, or when a change in space assignment occurs, key(s) must be returned to the Building Coordinator. **A fee will be charged for each unreturned key plus the cost to replace each core the lost key operates.**

(Master Keys will open multiple cores)

\_\_\_\_\_  
SIGNATURE (SIGN ONLY UPON RECEIVING KEYS)

\_\_\_\_\_  
DATE