Key Lock Request

Please complete the form entirely and forward it to FacilitiesService@pvamu.edu or 936-261-9709.

Date: ________________________________
Requestor: ________________________________
Email: ________________________________ Phone: ________________________________
Department: ________________________________
Department Head: ________________________________
Authorized Signer: ________________________________

<table>
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<tr>
<th>Qty</th>
<th>Building</th>
<th>Room</th>
<th>Lock/Key Mark/Number</th>
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All keys are the property of Prairie View A&M University and shall not be duplicated, loaned, borrowed or transferred without proper approval. Keys lost or stolen shall be reported to the Key Shop and DPS as soon as possible.

Facilities Service Use Only:
Work Order Number ________________________________
Work Completed By ________________________________
Work Completed On: ________________________________
Key(s) Received By: ________________________________
Key(s) Received On: ________________________________
Receivers Signature ________________________________