



# Campus Key Request Form

Key Requests will need approval from the Chief of Police prior to assignment. Once approved, the request for keys will be sent to the Key Shop for creation.

Key Holder's Name: \_\_\_\_\_  
First Name Last Name

Key #: \_\_\_\_\_ Account #: \_\_\_\_\_ UIN: \_\_\_\_\_

Select one: Key(New) Key(Replacement) Lock repair

Requested Building / Door #:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand the assigned key is property of Prairie View A&M University, and is to be returned upon dismissal or leaving the university. I understand that if a key is lost, I am required to report this immediately (Day or Night) to the Prairie View A&M University Police Department. (936-261-1375)

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Senior Building Coordinator

Administrator Print: \_\_\_\_\_ Date: \_\_\_\_\_  
Senior Building Coordinator

Key Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Prairie View A&M University Chief of Police

Completed by : \_\_\_\_\_ Date: \_\_\_\_\_  
PVAMU: Physical Security Operations Coordinator

Please email completed form [sehannah@pvamu.edu](mailto:sehannah@pvamu.edu) for processing. Staff, faculty, and students will need to have a photo on file with the university, and will need to present their Prairie View A&M University ID to the Key Shop prior to collection. All keys will need to be signed off by the Senior Building Coordinator, and the Chief of Police Prior to approval. Upon loss or surrender of employment from the university, ALL PVAMU KEYS will need to be returned to the Lock Shop.

