

SOUTHWEST BAPTIST UNIVERSITY KEY REQUEST FORM				
APPLICANT'S NAME		SIGNATURE		SBU ID#
FACULTY STAFF STUDENT		PERMANENT TEMPORARY		
SERVICE REQUEST DESCRIPTION				
KEY REQUEST DESCRIPTION				
# OF KEYS	ROOM #	BUILDING	RECIPIENT(S)	REASON
APPROVAL BY DEPARTMENT HEAD OR DEPARTMENT KEY CONTROLLER				
NAME		SIGNATURE		DATE
OFFICE USE ONLY				
APPROVED/REJECTED		SECURITY APPROVAL		DATE
KEY #	DATE ISSUED	KEY TYPE	BLDG CODE:	DEPT. CODE
NOTES				
DATE REQUEST RECEIVED			DATE WORK COMPLETED	

All key requests should be submitted to the Department of Safety and Security located in the Hammons Center. Requests may be faxed to 417-328-2034.