



## KEY REQUEST

**\*\*Present this document & ID to the custodian of keys**

First key with us? ☐ YES ☐ NO

Key Holder Name:

Key Holder ID #:

Key Holder Email:

Department:

Work Phone #:

Cell Phone #:

Issue keys as follows:

Building	Room #	For use by custodian of keys Key #

Requested by:

Issuing Authority Signature (Cabinet Level Approver):

Print

Signature

Date

(Vice President's signature required for Grand Master Key)

\*Building Master and Grand Master keys require HR or Security to perform a background check.

**Background check approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Purpose for Key Request:** \_\_\_\_\_

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Feel free to call ahead to set up an appointment at 970-943-3088

We have a number posted at our counter if we are away

Regular hours M-F 1:30pm-3:00pm