



UNIVERSITY OF SOUTH ALABAMA

Inside Vendor/Contractor - Key Request Form

NEW KEY REQUEST
Department is Charged

DAMAGED KEY REPLACEMENT
No charge if key is returned

LOST KEY REPLACEMENT
Ven/Cont. payment is required

Type of key requested

Temporary Key - Daily Sign Out

Temporary Key - Long Term Sign Out - Date to be returned
Requires Approval of Associate Vice President of Facilities

Designated Requestor Information

Table with fields: Name, Department, Phone, Email, Bldg., Room #, FOAPAL #, Fund, Org, Account, Program. Includes a red warning: MUST BE COMPLETED.

Key Recipient (Limit one person per form)
As appears on Valid Photo ID - Driver's License, Passport, USA ID

Table with fields: First Name, M.I., Last Name, Jag Number, Email, Phone, Department, Employee Title, Building, Room #, Vendor/Contractor.

Vendor/Contractors will be responsible for all charges related to rekeying/recoding buildings due to lost keys or keys not returned as agreed.

Key Requested

Table with fields: Key # (Optional), Building, Room #.

AUTHORIZED BY Department Head, Dean, Vice President

Table with fields: Signature, Print Name, Date (two rows).

ONLY REQUIRED FOR: Temporary Key -Long Term sign out

Table with fields: AVP of Facilities, Print Name, Signature, Date.

Email Completed Form to KeyMangement@southalabama.edu