

**Physical Plant
Lock/Key Request Form
Telephone: (870) 575-8831/8832 Fax: (870) 575-4683**

Requester's Name _____ Ext. _____ Date: _____
Building: _____ Office/Area: _____
Account Name: _____ Account No.: _____

Service Request

*Duplicate key Replacement key Other (file cabinets, etc.) Lock Change

(*Key must be provided for duplication)

Number of keys needed _____ Key code (if applicable) _____

Reason for key/lock request: (lost, stolen, broken, new employee, etc.) _____

Approval

_____ Department Supervisor	_____ Date
_____ Building Manager	_____ Date
_____ Physical Plant Director	_____ Date

To Be Completed By Physical Plant Personnel

Key Code _____ Number of Keys Issued _____

Person Receiving Keys _____
(Signature) _____ Date _____

Completed By _____
(Signature) _____ Date _____