

Lock/Key Request Form

This form requires signatures and, therefore, must be printed out, completed and returned to:

University Facilities - Customer Service Department
120 John Beane Center, North Campus
custserv@facilities.buffalo.edu
Fax: 716-645-5965

(If you'd like, you can also obtain a key request form at the location listed above)

Check the appropriate box (**Note: form must be printed out as it requires signatures**):

<input type="checkbox"/> STD. KEY REQUEST	<input type="checkbox"/> DESK/FILE LOCK CHANGE
<input type="checkbox"/> STD. LOCK CHANGE	<input type="checkbox"/> PADLOCKS
<input type="checkbox"/> LOCK FUNCTION CHANGE*	<input type="checkbox"/> PADLOCK KEYS
<input type="checkbox"/> DESK/FILE KEY REQUEST	<input type="checkbox"/> MISC.

Date: _____ Account #: _____

Key #: _____ Quantity: _____

Requested by: _____ Phone #: _____

Building: _____ Location: _____

Department: _____

Dept. Address: _____

Services to be rendered: _____

* Specify pick-up location for keys (**cut keys only**): North (Beane Ctr.) _____
South (250 Winspear-Room 130) _____

* Specify Delivery location for keys (**lock changes only**): _____

Acceptance of keys covered by this request is with the understanding that issuance and use will be in accordance with security requirements of the University. (NOTE: A SEPARATE FORM IS REQUIRED FOR EACH KEY NUMBER)

APPROVED BY: (Department Head) _____

RECEIVED BY: (Individual) _____

FOR OFFICIAL USE ONLY

UNIVERSITY FACILITIES APPROVAL: _____

WO #: _____