

Lockshop Key Request Form

Employee Name: _____ E-mail: _____
 ID Number: _____ Department Name: _____
 SpeedType: _____ Phone: _____
 Employee Campus: CU Anschutz CU Denver Key Type: New Issue Replacement Cabinet

Department Authorizing Authority Information

Name: _____ SpeedType: _____
 E-mail: _____ Phone: _____
 Date: _____

Key Information

Instructions: Lockshop Key Request Form must be sent to dispatch@cuanschutz.edu by the **Department Authorizing Authority**

QTY.	KEY# OPT	BLDG	ROOM
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Instructions:

The ID number is your employee ID number. It can be found on your PPP form, for example.

The Phone number should be entered as XXX-XXX-XXXX.

The "KEY# OPT" section is either the key # or, if unknown, it is filled in by the Lockshop with the room number(s) you provide in the "ROOM" section.

If keys are requested for more than one campus, please submit separate requests for each campus.

Speed Type is only used if the key isn't returned.