Department of Public Safety
Key Request

DPS Use Only
Date ordered _____
Date issued _____

Please use this form to request University keys. Recharges will be generated from the Facilities Management department. If you have questions, please call 762-3335.

Instructions: Please help us provide timely service by ensuring that the key request form is completely filled out and properly signed. Forward the completed form to Public Safety, 102 Hubbard Building.

(1)_____(2)_____(3)_____(4)_____
Name Department Telephone Date

(5)_____(6)_____
Short Code Supervisor's Signature

Chartfield Information:

Fund(5)	Dept(6)	Account(6)	SubClass (5)	Program(5)	Project/Grant	Bud Yr (4)

To Be Signed By User of Key:
I accept full responsibility for this key. I will not loan, transfer, or duplicate this key for any reason. I realize this key is the property of the University of Michigan-Flint and understand failure to return this key will result in notification to the necessary department for appropriate action. If this key is lost, stolen or misplaced, I will report it as soon as possible to the Safety Department.

(7)_____
Signature of User

(8) List key(s), core(s) and room number(s) requested: