

# KEY REQUEST FORM

**Instructions:**

1. Please use one key request form for each key requested.
2. Complete all information and obtain department head signature.
3. Submit the request form to swakeley@facilities.rutgers.edu.
4. Keys are issued by the Cashier's Office (Armitage Hall) with the mandatory \$5.00 deposit.

***All keys should be returned to the Cashier's Office when an individual no longer has a need for them. Refund of the deposit will be made at that time and only to the person to whom the keys are issued. Do not pass keys along to others.***

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Keys will be Issued to:

Telephone/Extension:

Keys will be issued for what building?

Room Name/  
Number:

Authorizing Department Head Printed Name:

Department Head's Title:

Authorizing Department Head Signature:

Date:

**Rutgers University-Camden Facilities Maintenance \* 856-225-6300**