University of Vermont

Request For Keys / Cat Card Access / Card De-Activation

Complete fields and print from browser. Obtain signatures. Mail or fax completed form to:
Physical Plant Department, 284 East Avenue. FAX: **656-0974**

*Note: for keys to office furniture, please use a Famis work order with appropriate department charge string.

Request Date:

Person who will be ISSUED key and/or Cat Card access:

Name:

Department:

Email Address:

University Address:

PeopleSoft ID:

Phone #:

Effective Date:

Activate: ◯ Deactivate: ◯

If applicable, who key access is from:

Brief description for key:

# of Keys	Building & Room #	Key #	Card Access? (Yes/No)

Duration: ◯ Permanent ◯ Temporary. If Temporary: Return/Deactivation Date:

APPROVALS	
Name- Dept. Chair / Director **OR** Dean	Signature- Dept. Chair/Director: **OR** Dean |Date:
Name- Provost (GM key only)	Signature- Provost: |Date:
Name- Vice President (GGM and GM keys only)	Signature- Vice President: |Date:

ISSUANCE OF KEYS

Key requestor will be e-mailed when keys are ready for pickup. Pick up key at 284 East Avenue, Material Management Warehouse, Mon-Fri from 7:00 am -12 noon or 12:30 pm – 3:00 pm. Recipient must show University I.D. and sign for keys, which acknowledges recipient will:

1. maintain security of any keys issued,
2. report the loss/theft of key(s) immediately to Police Services and Dept. Chair/Director, submit a new key request form for replacement, and
3. return all University keys, upon transfer/termination, to your Chair/Director, who is responsible for contacting lock shop with the appropriate information.

Recipient Name (Please Print):	Signature:	Date: