

KEY REQUEST

Please complete the form below and (if you are a student) have your advisor/supervisor sign. The Departmental Business Administrator will obtain remaining authorizations and request your keys from the Key Control Office. Your keys should be ready for pick up in 5-7 working days.

PICKING UP KEYS: You will receive an email from Key Control when your keys are ready for pick up. You may also call them at 832-842-0539 to ensure your keys are ready to pick up. **You must go in person to Key Control, present your UH ID card or driver's license, and sign verifying receipt of your keys.** Key Control is located in the General Services Building Lobby (Building 585, across Elgin at Entrance 17).

RETURN OF KEYS: Keys should be returned when no longer needed or your status as an employee and/or student in the Department of Electrical & Computer Engineering is ending. **Keys must be returned in person to Key Control.** A receipt will be provided when you turn in the keys. **A copy of this receipt must be given to the Departmental Business Administrator.**

Key Holder Name: _____ Employee ID: _____
 Position/Title: _____ E-mail: _____
 Speed Type: _____

Reason for Request: _____
*(*Important: Please indicate if your keys were lost or stolen)*

Building #	Floor #	Room #	Quantity
0579-Eng Bldg 1			
0581-Eng Bldg 2			

Certifying Signature Approval (Required):

Approver Name: _____ Title: _____
 Approver Signature: _____ Date: _____

**Once completed & signed -
 attach to to ECE Action Request Form to submit.**