



Key Control Service
 Mail Code 6714
 1250 South Illinois Avenue
 Southern Illinois University Carbondale
 Carbondale, IL 62901

Voice: 618.453.5109
 Fax: 618.453.7854
keycontrol@psu.siu.edu
<http://www.psu.siu.edu/keycontrol/>

ALL INFORMATION IS REQUIRED PRIOR TO PROCESSING

(for Key Control use only)

Budget Purpose#	
Account Title:	
Department Name:	MC:
Key Contact Name:	
Key Contact Signature:	Date:
Email:	Phone: Fax:
Fiscal Officer's Signature:	Date:
VCAF Signature: (when applicable)	Date:

GIR#		
Electronic Access		
Core(s)		
Key(s)		
Schlage		
Re-Pin(s)		
Padlock(s)		
Part(s)		
Labor (hourly)		
TOTAL		

Work/Key Request

Description of work or keys for following location(s).

N = New Key **T** = Transfer – please provide complete key information **L** = Lost
R = Replacement key (must return original key) **EA** = Electronic Access **S** = Stolen

Code	Qty.	Code on Key (if known)	Serial #	Keyholder's AIS#	Keyholder's Name	Keyholder's Signature

NOTE: For faster service, please fax or e-mail (keycontrol@psu.siu.edu) completed signed form to Key Control and retain original.

For Key Control Use Only

WORK REQUEST NUMBER

I agree that my possession of key(s) or electronic access credentials that are listed is a temporary loan of University property granted by The Chief Administrative Officer of the University, and that I am obligated to all written policies and procedures on key/electronic access control.

