

Wittenberg Key Request and Authorization Form

Reason for Key Request (Check One)

**NOTE: Please complete form in entirety.
If not complete, form will not be processed.**

Housing -- Residence or Rental

Building Access

Building Support

Office Access

Contractor or 3rd Party

Interdepartmental

Other: (Define)

Lost Keys

Request and Authorization Detail

Name:

Date:

Building/Department:

Door Access:

(If known, include key code)

Senior Team Member Approval

PRINT NAME

(Signature)

Date

Completed by Police Division

Key Sign Out

Person Receiving Key:

PLEASE PRINT

Key Identification Code:

Date Issued:

Person Signing Out Key:

(Signature)

Key Return

Date Returned:

Reason Returned:

Person Returning Key:

Person Receiving Key:

PLEASE PRINT

Signature:

NOTE: Copy of form must be sent to Human Resources to be placed in Employee File

ALL LOST OR STOLEN KEYS MUST BE REPORTED TO THE WITTENBERG POLICE DIVISION AT 937-327-6231.

Please direct any question to Police Division at 937-327-6231