



Southern
Illinois University
Carbondale

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@pso.siu.edu
<http://www.pso.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: | |
| Exec. Director's 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 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.

