



TEXAS SOUTHERN UNIVERSITY

Key/Lock Request Form
(Please Fax form to 713-313-1803)

Date _____

Work Order Number _____

Contact
Name/Person Receiving Key: _____ Ext. _____
Building: _____ Room# _____ Number of Doors _____ Key/Lock # _____

Obtaining A Key
Special Requests:
Table with columns: Unit Cost, Quantity, Total
Rows: Repairing damaged key, Duplicating existing-change key, Reissuing/Replacing a lost - Change key, Recombination Single Cylinder with 2 keys, Recombination Double Cylinder with 2 keys, Reissuing/Duplicating Sub-Master, Reissuing/Duplicating Master, Total
Please attach an Interdepartmental Order for Balance Due

Lock Change
Table with columns: Unit Cost, Quantity, Total
Rows: Lockset Replacement, Lockset installation (door prep included), Deadbolt lock replacement single cylinder, Deadbolt lock replacement double cylinder, Deadbolt lock installation single cylinder, Deadbolt lock installation double cylinder, Total
Please attach an IDO for balance due. Lock requests for exterior doors must be approved by the Chief of Police.

Other
Table with columns: Unit Cost, Quantity, Total
Rows: Description, Total
Please attach an IDO for balance due.

Requestor's Use Only
FP
FY _____ Fund # _____ Orgn _____ Acct # _____ Prog # _____

Requestor's Signature _____

Printed Name _____

Department Head/Dean Signature _____

Printed Name _____

Facilities and Construction Authorization _____

Printed Name _____

Chief of Police Signature/Required for ext. keys only _____

Printed Name _____