

Key Request

Department of Art



Print Clearly ONLY

Do you already have keys?	Circle One	YES	NO	UUID
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Full Name		
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Cell Phone	Home Phone
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U of M Email	Other Email (Gmail, Yahoo, etc)
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Mailing Address	Permanent Mailing Address
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Address		
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City/ST/Zip		
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Keys issued to faculty, staff, and students are the property of the University of Memphis. Keys that are not returned to the Art Office by the due date will result in a hold being placed on your grades/transcript and reported to police services as stolen property.

Instructor or Authorizing Agent ONLY

MUST be filled out by the person authorizing key(s) ONLY. Initial beside each key you are authorizing and sign at the bottom. Keys will not be given out unless all information is filled out correctly.

Building & Room Number	Initials	Due Date (<u>Month & Year ONLY</u>)	Building & Room Number	Initials	Due Date (<u>Month & Year ONLY</u>)

Instructor's Signature	Date
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