



## UA Building Sub Master Key Request Form

**COMPLETE & RETURN**

**ORIGINAL FORM**

TO: University of Arizona  
FM Key Desk  
1533 E. Helen  
Tucson, Az 85721

This form is used when a department requests an individual receive a building Sub master key that operates numerous rooms currently occupied by that Department. Sub master keys are "restricted" so the use of this form is required. The form must be signed by one of the current authorizing departmental signers of record at the key desk and submitted along with the completed 4-part form .

Date

The Department of:  Dept #

Is requesting the following person be issued a building sub master key(s) :

First Name  Last Name  Phone number

Cat Card #  UA Affiliation/ Job Title

Building Name :  Building #

Sub Master Key(s) #	Please indicate below which rooms, building areas or specific floors the requestor needs to access utilizing the sub master key(s)
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Note: All Sub master keys requested on this form must be listed on the accompanying 4-part key request form. All documents must be originals.	

*Please Note : Building Sub Master keys should only be requested in cases where an individual's job duties specifically require it, not for the sake of convenience.*

Why does this person need a building Sub Master Key?

Please provide detailed Justification for the sub master key request below :

**Name and Signature of authorized departmental key signer:**

First Name  Last Name  UA Job Title

Phone number

Signature: \_\_\_\_\_

e-mail

key desk staff  Key Desk Supervisor  
Signature & Date \_\_\_\_\_