

North Carolina A&T State Requisition
Key and Lock Requisition

Directions: This requisition must be completed and signed by the requestor and the department head and submitted to the Office of the Vice Chancellor for Fiscal Affairs

1. Location of key(s) and or lock work

Building _____ Department _____

A. Room Number _____ Door Number _____ Number of Keys _____

B. Outside Dor Yes _____ No _____ Give Location _____

C. Master Yes _____ No _____

2. Purpose of Key(s) and Lock Work

- _____ Additional personnel
- _____ Replacement due to breakage
- _____ Additional security
- _____ Replacement for lost or stolen keys
- _____ Date lost or stolen keys reported to security
- _____ Other

3. Lock work requested

- _____ Reykey cylinder -new change key
- _____ Take off master system
- _____ More than one lock to be keyed alike on master system
- _____ More than one lock to be keyed alike off master system

4. Date Requested _____ 5. Requested By _____ 6. Department Head _____

7. Appropriate Vice Chancellor _____ 8. VC Fiscal Affairs _____ 9. Date Completed/
Locksmith _____

10. Issuing Personnel _____ 11. Key rec'd &/or
lock work
checked by _____

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>12. Receipt for keys and/or lock work</p> <p># of door keys received _____</p> <p># of master keys received _____</p> <p># of outside keys received _____</p> | <p><u>Distribution of Copies</u></p> <p>1. Retain in Adm. Asst. -VCFA's Office</p> <p>2. Physical Plant</p> <p>3. Returned to applicant as notice of disposition</p> |
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