

UNIVERSITY of **HOUSTON**

Mechanical Engineering Key Request

**All information on this form must be completed before submitting to the Mechanical Engineering front desk.
Office # 713-743-4500**

Key Holder First Name: _____ Position Title: _____

Key Holder Last Name: _____ PSID: _____

Phone Number: _____ Email: _____

Request is for: New Issue Replacement
 Lock Change Additional Copies

Method of Payment: Cash/Check Cost Center#: _____
(Keys are \$10 each)

Do you need card access to the exterior door of Engineering Bldg. 1 & 2? YES

Key Type	Key #	Room #	Building #	Quantity

Faculty Advisor/Supervisor (Printed) _____

Faculty Advisor/Supervisor Signature: _____

Date: _____