

# **SPH: MAIL ROOM NOTIFICATION &/or KEY REQUEST FORM**

## **This Form Is To Be Completed By A Supervisor**

Division/Unit \_\_\_\_\_ Date \_\_\_\_\_

Employee's Name \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Signature \_\_\_\_\_

### **MAIL ROOM NOTIFICATION (this info also needed for key request)**

Employee Name (Known by): \_\_\_\_\_  
Last First

Employee's Location: \_\_\_\_\_  
Building Room #

Mail Location: \_\_\_\_\_  
(if different from Division above) Division/Unit

Beginning Date of Employment \_\_\_\_\_ Ending Date \_\_\_\_\_  
(if known)

### **KEYS**

\*BUILDING Access Needed \_\_\_\_\_  
Building

ROOM Key Needed \_\_\_\_\_  
Room # Building

Other Key Needed \_\_\_\_\_  
Room # Building

Other Key Needed \_\_\_\_\_  
Room # Building

**ISSUE ELECTRONIC LOCK CODE NUMBER** - Room # \_\_\_\_\_ Building - \_\_\_\_\_

**ACTIVATE Cal ID CARD IN LOCK** - Room # \_\_\_\_\_ Building - **UHALL**

For Lost or Stolen Keys please call UCPD at 2-6760 and write your case number here: \_\_\_\_\_

**\*Card Key requests for University Hall require an additional Card Key Request Form for Processing.**

### **BILLING INFORMATION**

#### **The following is to be completed by the Financial or Division/Unit Manager**

Key charges should be billed to: \_\_\_\_\_  
Chart String

Manager Signature Required: \_\_\_\_\_  
Signature Date

Manager's Name: \_\_\_\_\_ Email: \_\_\_\_\_ PH#: \_\_\_\_\_

Requisition # \_\_\_\_\_ (for Facilities Management use only)

**PLEASE FORWARD COMPLETED FORM TO FACILITIES MANAGEMENT UNIT, 50 UNIVERSITY HALL**