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|  | Key Request Form |  |  |  |
| Requesting Department |  |  |  |  |
| Order Date |  |  |  |  |
| Date Needed |  |  |  |  |
| Requestor |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| Deliver Keys to |  |  |  |  |
|  |  |  |  |  |
| Contact Information |  |  |  |  |
|  |  |  |  |  |
| Key(s) Needed; Room  Number |  |  |  |  |
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| Acknowledgment: | By signing the agreement you acknowledge that the key(s) issued is the property of BRTC. Upon separation, these keys must be returned to the Director of Physical Plant. | | | |
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|  |  |  |  |  |
| Signature |  |  |  |  |
|  |  |  |  |  |
| Department VP Signature |  |  |  |  |