

Keys must be requested by Presidents or Designees over the area to which the key operates. Key holders must understand their responsibilities as described in the CMU Facilities Services Access Procedures. This form **only applies to the issuance of brass keys**. Card access is requested by Designees via the ATLaS R Drive, and will be disregarded if listed here.

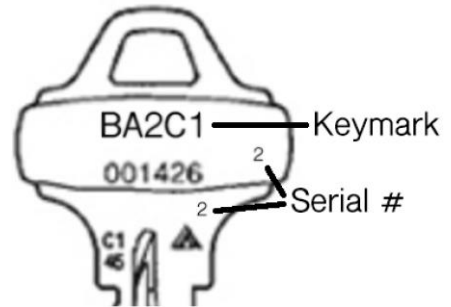
Employee Needing Keys:

Last Name: _____ First Name: _____ CMU ID: _____

Department: _____ Position/Role: _____

Requested Keys:

Building / Room	OR	Keymark
_____		_____
_____		_____
_____		_____
_____		_____



**THIS FORM MUST BE SUBMITTED BY A PRESIDER OR DESIGNEE TO
ATLAS@COLORADOMESA.EDU**

Designee Name/Signature

Date