Clink <u>Electronic Routing Key Request</u> or go to:USA Key Management website and follow the link:

https://www.southalabama.edu/departments/financialaffairs/facilitiesmanagement/keymanagemen t.html

Requestor Name YourName Phone #:Your Phone Number Requestor Email: YourEmail Address Facility Name: Choose from the dropdown list Building NameBuilding Requesting Key (Choose from the **dtop**vn list) Room #: Room number you are requestignto access(Choose from the dropdown list) NOTE: Only one room # mage chosen; SeAdditional Information for multiple room #'s. Department: Choose your Repartment from the dropdown list Action Requested: List the following information for the Key Recipient:

- FOAPAL:#FUNDORGN714700PROG
- Name
- Jag Number
- Email
- Phone Number
- Department
- EmployeeTitle

Additional Information (Optional) Example:

3 -1.37 Td <0078>Tj /TT1 1 TLbl 0.8 (l)-rDC /TT3 1 Tf 1.63 -2.043 T9 eo33. >T x