

# LSU BIOLOGICAL SCIENCES

## Key Request Forms:

202 Life Sciences Building · taball@lsu.edu · (225)578-8486

Please fill out & return to Darlene

### **REQUESTOR INFORMATION:**

\_\_\_\_ Replacement    \_\_\_\_ New Employee

\_\_\_\_\_  
Position

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
PI Approval

\_\_\_\_\_  
PI Signature

\_\_\_\_\_  
Date

### **KEY INFORMATION:**

\_\_\_\_\_  
Building

\_\_\_\_\_  
Room Number

\_\_\_\_\_  
Key Code

\_\_\_\_\_  
Notes

\_\_\_\_\_  
Building

\_\_\_\_\_  
Room Number

\_\_\_\_\_  
Key Code

\_\_\_\_\_  
Notes

\_\_\_\_\_  
Building

\_\_\_\_\_  
Room Number

\_\_\_\_\_  
Key Code

\_\_\_\_\_  
Notes

\_\_\_\_\_  
Building

\_\_\_\_\_  
Room Number

\_\_\_\_\_  
Key Code

\_\_\_\_\_  
Notes

### **APPROVAL:**

\_\_\_\_\_  
Building Coordinator (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date