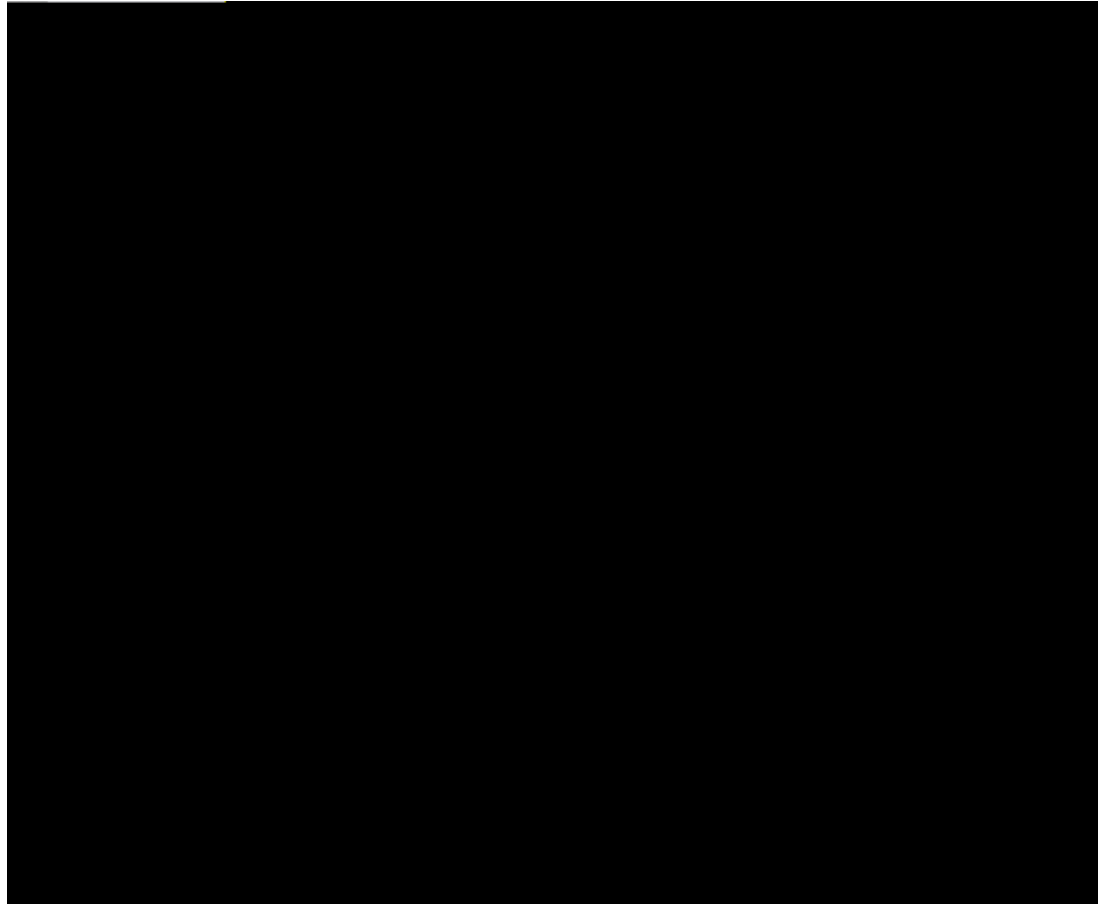


Click [Electronic Routing Key Request](#) or go to: USA Key Management website and follow the link:
<https://www.southalabama.edu/departments/financialaffairs/facilitiesmanagement/keymanagement.html>



Requestor Name YourName

Phone #:Your PhoneNumber

Requestor Email: YourEmail Address

Facility Name: Choose from the dropdown list

Building Name Building Requesting Key (Choose from the dropdown list)

Room #: Room number you are requesting to access (Choose from the dropdown list)

NOTE: Only one room # may be chosen; See Additional Information for multiple room #'s.

Department: Choose your Department from the dropdown list

Action Requested:

List the following information for the Key Recipient:

- FOAPAL:#FUNBORGN714700PROG
- Name
- Jag Number
- Email
- Phone Number
- Department
- EmployeeTitle

Additional Information (Optional) Example:

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