Clink [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: Your Name

Phone #: Your Phone Number

Requestor Email: Your Email Address

Facility Name: Choose from the drop down list

Building Name: Building Requesting Key (Choose from the drop down list)

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

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

Department: Choose your Department from the drop down list

Action Requested:

List the following information for the Key Recipient:

- FOAPAL #FUND-ORGN714700-PROG
- 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
```