

Facilities Management Key Shop

DEPARTMENT INFORMATION SHEET

Collegiate Unit _____

Department Name _____

Department Address _____

Department Phone # _____

Dean/Director _____

Dept Access Coordinator _____

Authorized Approver

Print name _____

Signature _____

E-mail _____

Alternate Approver

Print name _____

Signature _____

E-mail _____

2nd Alternate Approver

Print name _____

Signature _____

E-mail _____

Any questions concerning this form should be addressed to UMD Key Shop: 218-726-6357 or keyshop@d.umn.edu.

Please return this form electronically to the UMD Key Shop - keyshop@d.umn.edu

In-person to UMD facilities Management Office in 241 Darland