

**NEW YORK UNIVERSITY**

A private university in the public service

**Tisch School of the Arts**

721 BROADWAY, 9th FLOOR  
NEW YORK, NY 10003-6807  
TELEPHONE: (212) 998-1480  
FAX: (212) 995-3541

**KEY/LOCK REQUEST FORM**

Please complete this form and submit to the contact person. Your request will be forwarded to the Budget Office, then to the Building Office. You will receive your key(s) or lock(s) within two weeks.

For follow ups or questions, **contact:** Jun Zapata, 721 Broadway, 9<sup>th</sup> floor  
Extension – 81480, fax – 53541

Individual requesting: \_\_\_\_\_

Extension: \_\_\_\_\_ Fax: \_\_\_\_\_ Department: \_\_\_\_\_

School address: \_\_\_\_\_

No. of Copies	Room or Cylinder Number	Purpose

Department approval signature: \_\_\_\_\_ Date: \_\_\_\_\_

Space Planning & Facilities Utilization signature: \_\_\_\_\_ Date: \_\_\_\_\_

Budget acct. no.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cost estimate: \$ \_\_\_\_\_

TSOA Budget Office approval signature: \_\_\_\_\_ Date: \_\_\_\_\_