

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>

The screenshot shows a web form titled "Service Request" from the University of South Alabama. The form is powered by TMA Systems. It contains the following fields and controls:

- Requestor Name**: Text input field.
- Phone #**: Text input field.
- Requestor E-mail**: Text input field.
- Facility Name**: Drop-down menu.
- Building Name**: Drop-down menu.
- Room #**: Drop-down menu.
- Department**: Drop-down menu.
- Action Requested - Please be specific and include your FOAPAL**: Large text area for describing the request.
- Notify Me**: Checkmark (checked).
- Submit**: Button.
- Clear**: Button.
- Create Bookmark**: Button.

Requestor Name: Your Name

Phone #: Your Phone Number

Requestor E-mail: 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-ORGN-714700-PROG**
- **Name**
- **Jag Number**
- **Email**
- **Phone Number**
- **Department**
- **Employee Title**

Additional Information (Optional) Example:

- Key Number (if known)
- Additional room numbers to the same building
- Common Areas
- Classrooms
- Exterior Door to Building
- Master/Sub Master

Notes (Optional)