



Key Request Instructions

1. Download Key Request form from AME resource tab and save to desktop.
2. Save form as “Key request - First Name Last Name”.
3. Fill top portion of form. See screenshot below:

YES →

YES →

NO →

NO →

4. Select “Save As” once form is complete.
5. Send key request to supervisor for email approval (not signature on form).
6. (Option 1) Once email approval is received, forward approval and key request to AME-Key_Request@ame.arizona.edu

OR

(Option 2) Once approved, supervisor must send approved form to AME-Key_Request@ame.arizona.edu