



**Department of  
Veterans Affairs**

# Memorandum

**Date:**

**From:**

**Subj:** Key Request

**To:** Police & Security Service (001P)

1. I am requesting \_\_\_\_\_ key(s) for room(s)\_\_\_\_\_ in the Research area.
2. Please notify the Research office at ext. 3430 and myself at ext. \_\_\_\_\_ when the key(s) is/are ready to be picked.

PI Signature (Must be VA employee)

Approved/Disapproved

Richard E. Miller, M.D.