

KEY REQUEST FORM

Directions: Complete this form and return to Nicole Barnas or John Zeman.

<i>Designated Departmental Key Requestor</i> (Please Print and Signature)	Type: Sign:
Name of requesting party (Please Print)	
Date submitted (key requests must be submitted and given at least two weeks for completion)	
Campus	
Building and Office Number	
Core Mark (If known)	
Key Request	Original <small>(FIRST TIME)</small> request yes no Replacement Request <small>(LOST/STOLEN OR BROKEN)</small> yes no
Replacement request (Lost, stolen or broken key)	
Number of keys requested (if multiple keys are required)	
Additional Information	
Authorizing Vice President (Print and sign)	Type: Sign:
Date	

Authorized Departmental Key Requesters will:

1. Keys issued are the requestor's responsibility to safeguard at all times.
2. There will be a fee to replace Lost, Stolen or Unreturned keys and could be the responsibility of the key holder.
3. The key recipient must pick up and sign an acknowledgment when accepting the requested key. Key recipients are required to pick up all keys in M226.
4. Personal locks are not permitted. Any personal locks found on University equipment will be removed and destroyed.
5. Keys are never to be switched or given to anyone other than the key holder at any time.
6. All key requests are to be approved and signed for by the Divisional Vice President.
7. Upon departure, all FT employees must return all keys to the Office of HR; all other individuals separating from the University must return keys to the Office of Business Operations. Note: There will be a fee assessed for each key that is not returned.

** In the event of lost or stolen keys, Nicole Barnas or John
Zeman should be notified immediately and an incident report will be filed with Campus Safety.*