

**STATUS:**    ☐ Student      ☐ Temporary Faculty      ☐ Full Time Faculty      **End Date:** \_\_\_\_\_  
                  ☐ Contractor      ☐ Temporary Staff      ☐ Full Time Staff

<b>Key Holder</b> <b>Name:</b> <i>(Print Only)</i>	<hr/>			<hr/>		
	Last	First	MI.	UIN# (circle one) Faculty/Staff or Student K#		
	<hr/>			<hr/>		
	Title			Requesting Dept / Phone / Fax		
	<hr/>			<hr/>		
	Printed Name of Chair / Department Head					

1. When the Key Holder no longer needs the key(s) return the key(s) back to the Physical Plant Office. **Only the Physical Plant or the Executive Director for University Facilities are authorized to issue and transfer key(s).** **WITH PROPER PAPERWORK.**
2. The person who accepts the key(s) in the Physical Plant Office will sign original **Key(s) Request Form** verifying key(s) has been returned.
3. Physical Plant, **upon request**, will provide copy of the **Key(s) Request Form**, with return signatures to person turning in key(s), or fax copy to responsible department.
4. Lost key(s)-Individual losing key(s) or department shall be charged for replacement and for other affected key(s) and door locks.