APPENDIX A **KEY REQUEST FORM (6/30/09)**

STATUS:	Student	☐ Temporary Faculty	☐ Full Time Faculty	End Date :
	Contractor	Temporary Staff	Full Time Staff	
KEY#(Loc	ksmith Only)	y) Building		Room Number
ey Holder ame:	Last	First	 MI.	UIN# (circle one) Faculty/Staff or Student K#
(Print Only)				Requesting Dept / Phone / Fax
	Title			Requesting Dept / Prione / Pax
	Printed Name of Ch	air / Department Head		
questor:	Signature of Chair / Doub Hand			Date
(Required)	Signature of Chair / Dept Head			Date
	Printed Name of De	an/Administrator		
Approved by: (Required)	Signature of Dean/A	Administrator		Date
	Signature of Dean/F	Aummsuator		Date
eviewed by:	Signature of Superin	ntendent of Building Maintenan	ice	Date
oproved by:	Signature of Directo	or of Physical Plant		Date
proved by:	<u> </u>	ster Key(s) <u>Only</u> Authorized	l by Executive Directo	
proved by:		<u>-</u>	- ~ J	
	actions, or to place a by:	a hold on my graduation dip	o <mark>loma and/or transcri</mark>	yroll deduction for replacement, to place a hold pts. (Date)
ssued by:				
		<u>RETURN 1</u>	KEY TO PHYSICAL I	PLANT
Key returned		e of Person returning key)		(Date)
ccepted by:	(Digitature	of refson returning key)		(Date)
rock to a way t	(Signature	e of Physical Plant Employee)		(Date)
	READ & IN			LEDGE THE FOLLOWING
 Each key(s) 	must be requested on	a separate <u>Key(s)</u> Request For	O OBTAIN A KEY(s) m.	Initial:
2. Get Department head/Chair authorization and signature			_	Initial:
		thorize Locksmith to make a ke		perly filled out key(s) request.
5. Requestor v	vill be notified when k	tey(s) is ready for issue. Key(s)	will be ready within 5 V	WORKING DAYS. Executive Director for Univer
				, after the request is reviewed by the Physical Plant. ENT UNIVERSITY IDENTIFICATION and sign up
receipt. 7. Key(s) mus	t be picked up within 1	10 BUSINESS DAYS UPON 1	NOTIFICATION Kovis) are put back into key(s) inventory if not picked up within 30 busines:
		ey(s) request will need to be su		
		TO	RETURN A KEY(s)	

- 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.
- 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.