

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

**STATUS:**      Student             Temporary Faculty             Full Time Faculty  
 Contractor             Temporary Staff             Full Time Staff

**End Date:** \_\_\_\_\_

<b>KEY #</b> _____ (Locksmith Only)	<b>Building</b> _____	<b>Room Number</b> _____
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**Key Holder Name:** \_\_\_\_\_  
 (Print Only)            Last                                  First                                  MI.                                  UIN# (circle one) Faculty/Staff or Student K#  
 \_\_\_\_\_  
 Title                                  Requesting Dept / Phone / Fax  
 \_\_\_\_\_  
 Printed Name of Chair / Department Head

**Requestor:** \_\_\_\_\_  
 (Required)            Signature of Chair / Dept Head                                  Date  
 \_\_\_\_\_  
 Printed Name of Dean/Administrator

**Approved by:** \_\_\_\_\_  
 (Required)            Signature of Dean/Administrator                                  Date

**Reviewed by:** \_\_\_\_\_  
 Signature of Superintendent of Building Maintenance                                  Date

**Approved by:** \_\_\_\_\_  
 Signature of Director of Physical Plant                                  Date

**Master Key(s) Only Authorized by Executive Director for University Facilities**

**Approved by:** \_\_\_\_\_  
 Executive Director, University Facilities Signature                                  Date

**Key Holder: I am the person who will be using this key(s) and am responsible for seeing that it is returned to the Physical Plant when my responsibilities no longer require this access or when my enrollment/employment is terminated, whichever is sooner. If I do not return this key(s), my signature authorizes the university to initiate an automatic payroll deduction for replacement, to place a hold on State financial transactions, or to place a hold on my graduation diploma and/or transcripts.**

**Key picked up by:** \_\_\_\_\_  
 (Signature - to be signed when key is picked up)                                  (Date)

**Issued by:** \_\_\_\_\_

**RETURN KEY TO PHYSICAL PLANT**

**Key returned by:** \_\_\_\_\_  
 (Signature of Person returning key)                                  (Date)

**Accepted by:** \_\_\_\_\_  
 (Signature of Physical Plant Employee)                                  (Date)

**READ & INITIAL THAT YOU ACKNOWLEDGE THE FOLLOWING**  
**TO OBTAIN A KEY(S)**

1. Each key(s) must be requested on a separate **Key(s) Request Form**.
2. Get Department head/Chair authorization and signature
3. Hand deliver or Mail **ORIGINAL SIGNED** form to the Physical Plant Office.
4. Director of Physical Plant will authorize Locksmith to make a key(s) upon receipt of properly filled out key(s) request.
5. Requestor will be notified when key(s) is ready for issue. Key(s) will be ready within **5 WORKING DAYS**. **Executive Director for University Facilities will sign all approvals (requires additional time) for issuance of Master Key(s), after the request is reviewed by the Physical Plant.**
6. Person being issued key(s) **MUST** present themselves to the Physical Plant with **CURRENT UNIVERSITY IDENTIFICATION** and sign upon receipt.
7. Key(s) must be picked up within **10 BUSINESS DAYS UPON NOTIFICATION**. Key(s) are put back into key(s) inventory if not picked up within 30 business days.
8. After 10 business days a **NEW key(s) request** will need to be submitted if key(s) is still needed.

**Initial:** \_\_\_\_\_

**Initial:** \_\_\_\_\_

**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.**
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.