



REQUEST FOR KEYS

INITIAL KEYS

ADDITIONAL KEYS

TO: **ADMINISTRATIVE SERVICES**

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MANAGER - PRINT NAME

SIGNATURE

DATE

FROM:

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PLEASE ISSUE KEYS AS INDICATED TO:

PRINT: LAST NAME, FIRST NAME, M.I.

PHONE #:	POSITION:	ID#:	DEPARTMENT:
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FULL - TIME

PART - TIME

FACULTY

CLASSIFIED

MANAGER

SITE, BUILDING & ROOM	MANAGER SIGNATURE	ADMINISTRATIVE SERVICES USE ONLY					
		KEY #	SARGENT#	DATE ISSUED	INITIALS	DATE RETURNED	INITIALS

APPROVAL FOR KEYS ONLY (SIGNATURE REQUIRED)

APPROVED

NOT APPROVED

DIVISION VICE PRESIDENT:		
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PRINT NAME

SIGNATURE

DATE

SITE, BUILDING & ROOM	MANAGER SIGNATURE	ADMINISTRATIVE SERVICES USE ONLY					
		KEY #	SARGENT#	DATE ISSUED	INITIALS	DATE RETURNED	INITIALS

IMPORTANT - TERMS & CONDITIONS

- CURRENT PICTURE ID WILL BE REQUIRED AT TIME OF PICK UP WITH EVERY KEY REQUEST FORM.
- EMPLOYEES MUST MAKE ARRANGEMENTS TO PICK UP THEIR OWN KEYS IN PERSON AT THE OFFICE OF ADMINISTRATIVE SERVICES DURING REGULAR OFFICE HOURS.
- EMPLOYEES ARE SOLELY RESPONSIBLE FOR EACH KEY THEY SIGN FOR. IF KEY IS LOST, A REPLACEMENT \$10 FEE PER KEY WILL BE CHARGED AND MUST BE PAID PRIOR TO ISSUANCE OF A NEW KEY. FEES SUBJECT TO CHANGE.
- NO ADDITIONAL COPIES OF THE SAME KEY WILL BE ISSUED TO THE SAME PERSON.
- KEYS ARE NOT TRANSFERRABLE AMONG FACULTY AND STAFF. EACH EMPLOYEEE NEEDS TO REQUEST HIS/HER OWN KEYS.
- ONLY ORIGINAL APPROVAL SIGNATURES WILL BE ALLOWED FOR SECURITY REASONS. NO PHOTOCOPIES.
- ALL FACULTY/STAFF ARE REQUIRED TO RETURN THEIR KEYS AT THE END OF THEIR EMPLOYMENT. NO EXCEPTIONS.
- UPON RETURN OF A KEY EMPLOYEES WILL RECEIVE A RECEIPT. KEEP THIS RECEIPT IN A SAFE PLACE.
- YOUR EXIT CLEARANCE FORM FROM HR WILL NOT BE CLEARED BY ADMINISTRATIVE SERVICES UNTIL ALL KEYS HAVE BEEN TURNED IN.

BY SIGNING BELOW I RECEIVE THE KEYS UNDER THE ABOVE TERMS AND CONDITIONS

EMPLOYEE SIGNATURE

DATE

PROCESSED BY