

## Requisition for Key Assignment

### Key Request:

Date of Request \_\_\_\_\_ Person to be assigned key \_\_\_\_\_  
Phone Extension \_\_\_\_\_  
Reason of request (New employee, location changed) \_\_\_\_\_  
Building \_\_\_\_\_ Room# \_\_\_\_\_  
Exterior Door \_\_\_\_\_ Master \_\_\_\_\_  
Total # of keys needed \_\_\_\_\_ Key number (If known) \_\_\_\_\_

### Request Approved by:

Department Head or Division Chair \_\_\_\_\_

### Key Assignment:

I, \_\_\_\_\_, acknowledge receipt of \_\_\_\_\_ (# of keys) for  
\_\_\_\_\_ (Building, Room, Exterior door, or Master).

I understand that it is my responsibility to return this key(s) to the Key Office when it is no longer needed. Failure to do so will result in a \$50.00 *fine* to be collected or deducted from my final paycheck.

**Signature of Person Receiving Key:** \_\_\_\_\_

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

**Date Key Returned:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

**Key Officer Receiving Signature:** \_\_\_\_\_