



# KEY REQUEST

## Key Contract Information

1. Multiple keys of the same number will not be issued to departments.
2. All keys issued will be made through Facilities Services only.
3. Keys must be kept in the recipient's possession at all times. **Do not** lend your keys to anyone.
4. All key **must be returned**, in person to Facilities Services.
5. Upon signing the form the key holder acknowledges their responsibility for the security of the key(s) and room(s). The key holder will be subject to a \$50 replacement cost for each stolen or lost key.
6. If the keys are lost or stolen immediately contact **University Police Services – TMCC Substation, and Facilities Services**.
7. Vice President's signature is required for master key requests.

## KEY RECIPIENT INFORMATION

Recipient Name		Employee ID	
Department Name		Date (mm/dd/yyyy)	
Campus/Site		Telephone	
Description of Key Access Required (keys must be ordered by building, room number, etc.)			

## SIGNATURES

Supervisor/Dean Printed Name	
Supervisor/Dean Signature	Date
Vice President Printed Name	
Vice President Signature	Date

## Facilities Use Only

Key Number	Building/Room Number	Issue Date	Return Date

**Note:** Upon receiving the assigned keys, the recipient/requestor will sign below (do not sign until you receive the keys)

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Technician Signature: \_\_\_\_\_ Date: \_\_\_\_\_