 KEYS ARE A SECURITY ITEM, NOT A CONVENIENCE (PLEASE MAKE READABLE)

KEYHOLDER NAME: ___________________________
EMPLOYEE / STUDENT ID #: ____________________
STRING ACCOUNT #: __________________________

Fees
• $36.00 Flat Labor Rate +
• $15.00 for each Building/Door Key
• $  5.00 for each Furniture/Misc. Key

KEY REQUEST
All key requests require a Department Head, Department Chair or Dean’s personal signature. (Signature stamp or authorized signature not acceptable.) Generally, it takes about 3 business days to process a Key Request and make the key. You will be called when your key is ready. Only the person for whom the key was requested will be able to pick it up unless previous arrangements are made. A picture ID is required.

Department Head/Chair/Dean Print Name: __________________________________________ Date: _______ Ext: _______
Department Head/Chair/Dean Signature: __________________________________________ Date: _______

KEY INFORMATION

<table>
<thead>
<tr>
<th>Building Name (Please do not abbreviate)</th>
<th>Room</th>
<th>Key Number (If known)</th>
<th>Furniture Key</th>
<th>Quantity</th>
<th>HOOK # (office use only)</th>
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LOST / STOLEN KEY REPORT
The above key(s) were □ lost or □ stolen on ___________________ at/from ___________________.

Reports of lost/stolen keys are forwarded to:

MAIL STOP

Dept. Head
Dean of the School
University Security
Risk Mgmt.
VP of Finance & Admin

KEY RETURN
No signature is required. Please complete the information above and provide the keys with the form.