

(Please TYPE to complete the left side only and return to the Keyshop, RecPlex office #22. Please sign in BLUE

FOR KEYSHOP USE ONLY

Key Request #: _____

ink. Please contact x4341 with any questions or e-mail keyshop@jcu.edu.

Requester And Approver Only

Section 1 Key Requester To Complete

Date	<input type="text"/>
Name (Print)	<input type="text"/> /Ext. :
Name (Sign)	<input type="text"/>
Key Requester Department	<input type="text"/>
Key Requester Title	<input type="text"/>
<i>(i.e. part-time faculty, full -time faculty, grad asst., etc.)</i>	
Building Keys Are For	<input type="text"/>
Room Nos. Keys Are For	<input type="text"/>
Type Of Room Keys Are For	<input type="text"/>
<i>(i.e. office, lab, classroom, etc.)</i>	
Email(s) for key ready notice	<input type="text"/>
Time period Key Requester Will Be In Possession Of Keys	
Fall Year	<input type="text"/>
Spring Year	<input type="text"/>
Summer Year	<input type="text"/>
Duration Of Employment	<input type="text"/>

Section 2 Authorizing Person To Complete

Direct Supervisor (Print)	<input type="text"/> /Ext.:
Direct Supervisor (Sign)	<input type="text"/>
Direct Supervisor Title	<input type="text"/>
Date	<input type="text"/>
Dean or VP (Print)	<input type="text"/>
Dean or VP (Sign)	<input type="text"/>
Date	<input type="text"/>
<i>Outside Area 2nd Sign Off (If Needed)</i>	
Name (Print)	<input type="text"/>
Name (Sign)	<input type="text"/>
Title	<input type="text"/>
Date	<input type="text"/>

Right Side Of Form Is For Facilities Use Only

Section 3 Facilities Department To Complete

Key Numbers Being Issued	<input type="text"/>
Date Key Request Form Received	<input type="text"/>
Date Key Order Completed	<input type="text"/>
Date Keys Issued	<input type="text"/>

Section 4 Acknowledgement (Sign For Receipt Of Keys At Time Of Pick-Up)

Name (Print)	<input type="text"/>
Name (Sign)**	<input type="text"/>
Date	<input type="text"/>

****By signing this form that I picked up my keys, I am agreeing to adhere to the totality of the Facilities Key Control Policy located on the JCU Facilities webpage**

Section 5 Return Keys (Complete) - Please Complete Section 1 Also

Received By	<input type="text"/>
Date Received	<input type="text"/>

Section 6 Lost Keys (Person Who Lost Keys Completes Section 1 & 2)

Date Lost	<input type="text"/>
Key Numbers Lost	<input type="text"/>
Organization Code To Be Charged	<input type="text"/>
For Keys/Cores Per Policy	<input type="text"/>

Attach Copy of JCU PD Lost Key Report To This Form

****Only the current form posted on the website will be accepted**
****All keys are NON-TRANSFERABLE, and are the sole responsibility of the person to whom they are issued. Keys are not to be lent or given to anyone.**
****If keys are lent or given to another person, and that person loses them, any and all charges remain the responsibility of the original signer.**
****Master and sub-master keys are NOT to leave campus. Use individual office key to gain access to office, leave master/sub-master stored securely on campus in office**
****Only current, original and signed forms will be accepted to request keys**
****Acceptance of ANY key given to you that was not obtained by you through a fully executed key request or work order request (furniture keys) is a violation of Facilities Key Control Policy. ALL keys are to be turned in to the Facilities office when they are no longer needed by the requester, no exceptions.**

****PLEASE REFER TO KEY POLICY LOCATED HERE : <http://sites.jcu.edu/facilities/home/forms-policies/>**