

Key Recipient: \_\_\_\_\_  
Last First M.I.

V #: \_\_\_\_\_ Campus Phone #: \_\_\_\_\_

Status:  Fac/Staff  Student  Temp  Other

Building/Room #: \_\_\_\_\_  
(Where you need access to)

Index #: \_\_\_\_\_

<p><b>Key Return Due Date</b></p> <p><input type="checkbox"/> Indefinite</p> <p><input type="checkbox"/> Return as of: ____/____/____.</p> <p><b>Department Approval</b></p>
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**Building Manager**

**Department Approval**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

<b><u>Key Shop Use Only</u></b>							
Fob # _____	ID # _____ Serial # _____						
Issue Date _____	Issued By _____						
<b>Key Return</b>							
Date Returned _____							
Signature _____							
	<table border="1"> <tr> <td colspan="3" style="text-align: center;"><b>Penalty if Lost</b></td> </tr> <tr> <td><input type="checkbox"/> \$25</td> <td><input type="checkbox"/> \$50</td> <td><input type="checkbox"/> \$75</td> </tr> </table>	<b>Penalty if Lost</b>			<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75
<b>Penalty if Lost</b>							
<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75					

**Agreement**

**(DO NOT SIGN UNTIL YOU PICK UP YOUR KEYS)**

As key recipient I agree to accept responsibility for this key and will not loan it out or have it reproduced in any manner. The penalty marked above will be charged to key recipient if lost. Upon transfer to another building or agency, the above key will be returned to the key shop.

\_\_\_\_\_  
Key Recipient's Signature

\_\_\_\_\_  
Date