

NORTHWESTERN STATE UNIVERSITY	KEY MAINTENANCE FORM
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SECTION 1 - CAMPUS, REQUEST TYPE, CLASSIFICATION, DATE, AND COMMENTS (If Any)
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Campus	Request Type	Classification	Date Requested	Comments
Natchitoches	New Key	Faculty		
Shreveport	Key Replacement	Staff		
Cenla	Return Keys	Graduate		
Leesville	Other	Undergraduate		

SECTION 2 - EMPLOYEE AND KEY INFORMATION

Personnel Information	Building	Room Number	Type (Key/Fob/ID)	Engraving On Key	Key Quantity
EMPLOYEE NAME					
CAMPUS ID NUMBER					
DEPARTMENT					
DEPARTMENT INDEX NUMBER					
PHONE NUMBER OR NSU EXTENSION					

SECTION 3 - ALL SIGNATURES MUST BE ORIGINAL. NO SIGNATURE STAMPS ARE ACCEPTED.

APPROVALS

BUDGET UNIT HEAD <small>(DEPARTMENT HEAD, DIRECTOR, DEAN, ETC)</small>	DATE	
VICE PRESIDENT - DEPARTMENTAL	DATE	
VICE PRESIDENT - UNIVERSITY AFFAIRS	DATE	

SECTION 4 - GENERAL REQUIREMENTS

- Keys are property of the University and **ANY DUPLICATION OF A UNIVERSITY KEY IS STRICTLY PROHIBITED.**
- Keys assigned to an individual are subject to periodic audit by the Key Database Manager. The University reserves the right to request assigned keys be returned at their discretion.
- An authorized individual (employee) entering or leaving a locked building shall not permit any individual to enter who would not normally enter the building during the hours it is locked.
- An employee may have guests so long as the guests stay in the proximity of the employee having the assigned key and the employee assumes full responsibility for their presence.
- Employees entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to University property resulting from failure to do so.
- The unauthorized possession, use, or reproduction of a key may be construed as theft or misappropriation. Any employee who violates this policy may be subject to disciplinary action.
- Keys issued but not returned upon departure from employment will result in rekeying expenses to correct deficiencies in security. These expenses may be withheld from employee's final paycheck.
- The Key Bank Office is in the Physical Plant, 998 South Jefferson-Room 105, on the main campus in Natchitoches.

SECTION 5 - SIGNATURES YOUR SIGNATURE BELOW SIGNIFIES THAT YOU: 1. ACKNOWLEDGE THE GENERAL REQUIREMENTS 2. HAVE RECEIVED/RETURNED YOUR KEYS

EMPLOYEE SIGNATURE	DATE	
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OFFICE USE ONLY	ACTION	PICK UP	DROP OFF	ENTERED	ON HOLD	COMMENTS
	DATE					
	INITIALS					