

Northwestern State University

Key Request Form

Employee Name (printed): _____

Campus ID No.: _____

Department: _____

Account Number: _____

Phone: _____

Classification: Employees: ____Faculty ____Staff

(Please check one.) Students: ____Graduate ____Undergraduate

Keys Requested:

Building (Name)	Room Number	Key Number	Approval Initials ¹	Reason: Why do you need a key?

¹ Department Head must initial beside each key, so that additional keys cannot be requested after he/she signs this form.

All signatures must be original. No signature stamps are accepted.

APPROVED: TYPED OR PRINTED NAME & SIGNATURE OF DEPARTMENT HEAD OR DEAN

Department Head or Dean: _____
Signature

_____ Date

Appropriate Vice President: _____
Signature

_____ Date

Submit the completed request form to the Vice President of University Affairs Office for approval.

VP, University Affairs: _____
Signature

_____ Date

After Department Head/Dean and Vice President of University Affairs have approved, submit form to Key Bank. If keys are available, the keys will be issued immediately. If keys have to be cut, then the employee will be contacted at the phone number listed above to pick up their keys.

Only the requestor may pick up the keys. Before the keys are given to the employee, the employee will sign below, indicating that they have received their requested keys. Please bring a photo ID, and a photocopy of the ID, as both will be required to receive your keys. We have to keep a photocopy of your ID to prove who the keys were issued to.

DO NOT COMPLETE THIS PORTION UNTIL KEYS ARE RECEIVED.

I certify that I have received the keys that I requested above. I understand that I am personally responsible for these keys and agree to follow the NSU Key Policy. In the event these keys are lost I understand that I must immediately report this to University Police and the NSU Key Bank. Furthermore, I understand that I will be required to pay an appropriate fee for replacement keys or if deemed necessary replacement of locks and keys. I also understand that the keys must be turned in upon termination of my employment with the University. If the keys are not returned to the Key Bank, I understand that the cost associated with replacement keys and locks will be deducted from my last paycheck.

Employee: _____
Signature

_____ Date

NSU Key Bank Personnel: _____
Signature

_____ Date

A copy of this form goes with the keys, and a copy is retained by the Key Bank for entry into the database.