

Permanent Temporary Student
Until: _____

**KUTZTOWN UNIVERSITY
OFFICE OF PHYSICAL FACILITIES
KEY AUTHORIZATION REQUEST FORM**

(Fill out the required information and forward to: *Office of Physical Facilities, Key Control Specialist*. Facilities personnel will input the required work order from the information on this form.)

Key Holder Name: _____ Date of Request: _____

Department: _____ Phone: _____

Please fill in one of the four following IDs.

KU Employee ID No: _____ or KU Student ID No: _____ or

Contractor Name ID: _____ or Non KU Driver's License ID No: _____

Building Name(s) & Room Number (s): _____

Signature & Date of Requestor _____ Title _____

Signature & Date of Authorizing Official _____ Title _____

Upon notification of the completed key request, the individual being assigned the key(s) must personally come to the Maintenance Building to pick up the key(s). Signature for the key(s) will be required and the following statement must be agreed to:

- I accept custody of this key and agree to abide by the terms and conditions itemized below:
 - I will immediately report lost or stolen keys to the Facilities Office, the Office of Public Safety, and the Authorizing Authority.
 - I am aware that duplication/alteration of any University issued key is strictly forbidden under the Key and Lock Policy.
 - I will safeguard this key at all times and not loan this key to unauthorized individuals.
 - I will only use this key for access to areas where I have official responsibilities.
 - When a key is no longer needed, I will return it to the Facilities Office for reissue or destruction.

(To Be filled Out by Physical Facilities Personnel)

Request Received Date: _____

Work Order Number _____

Additional Signature if necessary _____

Date Forwarded to Lock Shop _____

Facilities Authorization Signature
(Required for all Masters and Sub-masters) _____