

Permanent Temporary Student
If Temporary or Student – Indicate Key Return Date: _____

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

(Fill out the information and forward to: *Facilities, Key Control Specialist-MN-101*. 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: _____ or Non KU Driver's License ID No: _____

Building Name(s): _____

Room Numbers(s): _____

Key Number(s) if known: _____

Signature & Date of Requestor _____ Title _____

Signature & Date of Authorizing Authority _____ Title _____

Upon notification of the completed key request, the individual assigned the key(s) must personally come to the Facilities Building, with identification, to pick up the keys(s). A signature for the key(s) will be required and the following terms must be agreed to:

- Accept custody of this key.
- Immediate reporting of lost or stolen keys to the Facilities Office, the Office of Public Safety, and the Authorizing Authority.
- Awareness that duplication/alteration of any University issued key is strictly forbidden under the Key and Lock Policy.
- Safeguarding keys at all times. Keys will not be loaned or transferred to other individuals.
- Use of key will only be for access to areas where Key Holder has official responsibilities.
- When a key is no longer needed or if separation from employment occurs, the key will be returned to the Facilities Office.

(To Be Filled Out by 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)