Coastal Bend College – Key Request Form

<table>
<thead>
<tr>
<th>STATUS:</th>
<th>Loan Key</th>
<th>Replacement Key</th>
<th>Full Time Staff</th>
<th>Part Time Faculty/Staff</th>
<th>End Date: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>KEY #</td>
<td>(Locksmith Only)</td>
<td>Building</td>
<td>Room Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Key Holder

Name: ________________________________

Last Name    First Name    MI.

Faculty/Staff I.D. # (Print Only)

Requestor:

(Printed Name of Department)

Date

Requesting Dept. - Phone

Approved by:

(Printed Name of Administrator/Supervisor)

Date

Signature of Administrator/Supervisor

Date

Approved by:

Signature of Director of Physical Plant

Date

Master Key(s) Only Authorized by College President and issued by Director of Physical Plant & Facilities.

Approved by:

College President Signature

Date

Key Holder: I am the person who will be using this key(s) and am responsible for seeing that it is returned to the Physical Plant when my responsibilities no longer require this access or when my enrollment/employment is terminated, whichever is sooner. If I do not return this key(s), my signature authorizes the college to initiate an automatic payroll deduction for replacement.

Key picked up by:

(Signature - to be signed when key is picked up) ________________________________

(Date) ____________

Issued by:

(Signature) ________________________________

(Date) ____________

RETURN KEY TO PHYSICAL PLANT

Key returned by:

(Signature of Person returning key) ________________________________

(Date) ____________

Accepted by:

(Signature of Physical Plant Employee) ________________________________

(Date) ____________

READ & INITIAL THAT YOU ACKNOWLEDGE THE FOLLOWING

TO OBTAIN A KEY(s)

1. Each key(s) must be requested on a separate Key(s) Request Form.
2. Get Department Supervisor authorization and signature.
3. Deliver ORIGINAL SIGNED form to the Physical Plant Office.
4. Director of Physical Plant will authorize Locksmith to make a key(s) upon receipt of properly filled out key(s) request.
5. Requestor will be notified when key(s) is ready for issue. Key(s) will be ready within 5 - 7 WORKING DAYS. Director of Physical Plant will sign all approvals (requires additional time) for issuance of Master Key(s), after the request is reviewed by the Physical Plant.
6. Person being issued key(s) MUST present themselves to the Physical Plant with CURRENT COLLEGE IDENTIFICATION and sign upon receipt.
7. Key(s) must be picked up within 10 BUSINESS DAYS UPON NOTIFICATION. Key(s) are put back into key(s) inventory if not picked up within 30 business days.
8. After 10 business days a NEW key(s) request will need to be submitted if key(s) is still needed.

Initial: _____

TO RETURN A KEY(s)

1. When the Key Holder no longer needs the key(s) return the key(s) back to the Physical Plant Office. **Only the Physical Plant Director is authorized to issue and transfer key(s).** WITH PROPER PAPERWORK.
2. The person who accepts the key(s) in the Physical Plant Office will sign original Key(s) Request Form verifying key(s) has been returned.
3. Physical Plant, upon request, will provide a copy of the Key(s) Request Form, with return signatures to person turning in key(s), or fax copy to responsible department.
4. Lost key(s)-Individual losing key(s) or department shall be charged for replacement and for other affected key(s) and door locks.

Initial: _____