

Special Attachment Form When Requesting Multiples of the Same Key(s)

Carefully read over the key agreement outlined in this form. Please complete and submit to Facilities Management along with Key Request Form.

Name of responsible person: _____ Date: _____

Department: _____ Work #: _____ Budget Code: _____

Reason for additional keys: _____

By accepting this key(s) I acknowledge my responsibility for all property and /or records secured by this key(s). I agree to accept all financial obligations associated with replacing coinciding keys and locks should this key(s) be lost. I will establish and maintain a key tracking system to account for the key(s).

Name of requestor (Print)

Chair/Dean/Department (Print)

Name of requestor (Signature)

Chair/Dean/Department (Signature)

For Office Use Only

Request for additional keys: Approved: _____ Disapproved: _____

Director: _____ Date: _____

Key Description _____