



PAUL SMITH'S COLLEGE

KEY REQUEST FORM

Name: _____ Date: _____

Department Name: _____ Work Phone #: _____

List all keys needed

Building Name	Room Number	Key Number	Key Type

Approval Signatures

(Provost or President's signature is required for all Grand Master keys)

Department Head _____ Date _____

Human Resources _____ Date _____

Key Issuance Receipt

I have received the above listed keys and agree to abide by the direction and policy printed on the reverse side of this request/receipt. I understand that I must return the issued keys to Human Resources at the end of my employment in my current department or when the keys are no longer needed to perform my duties. I agree that I will be responsible for charges resulting from any lost key and any resulting re-keying.

Signature _____ Date _____

DISTRIBUTION: Lock Shop
Department Head
Keyholder



Control and Issue of Keys to Paul Smith's College Buildings

The following responsibilities are assigned to individual key holders:

1. Obtain authorization from the department head for the issue of specified keys.
2. Personally pick up authorized keys from the Lock Shop and sign the key issue records when the keys are received.
3. Maintain security of all keys issued. College keys are college property and are not to be defaced, marked, altered, duplicated, loaned, borrowed, reassigned, or sold.
4. Report lost keys immediately to the department head.
5. Return keys to Human Resources when separating or transferring to another department. Keys should not be turned in to the department head.
6. Human Resources will keep a returned record in your personnel file.

Signature _____ Date _____