

Key Request Form

Date _____ New Employee _____ Current Employee _____

Keyholder: Last Name _____ First _____ Middle Initial _____

Employee/Student ID No. _____ Dept. _____ Ext. _____

_____ Faculty _____ Adj. Faculty _____ Staff _____ Graduate Asst. _____ Student _____ Vendor _____ Other _____

Please call the SOSU Physical Plant at Ext. 2839 within 3 to 5 days to inquire if your keys are ready.

Keys Requested		
Building Name	Area/Room Number/Description	(For Physical Plant Use Only) Keycode

Keyholder's Agreement

1. The key described herein remains the property of the State of Oklahoma and SOSU Physical Plant.
2. This key is entrusted to me for my exclusive use - I will not duplicate it, loan it, exchange it, or otherwise allow it's use or possession by any other person.
3. I will report its loss, theft, or destruction immediately to my department and to the SOSU Physical Plant.
4. If this key becomes lost, stolen, or otherwise not available for return, I will pay the key replacement charge.
5. When I terminate employment or no longer need this key - or upon demand from SOSU, I will return it promptly, in person, and **ONLY** to the SOSU Physical Plant Office. If I do not so return this key, I agree to all of the follow terms:
 - a. I will pay the current key replacement fee (\$25 - per individual key):
 - b. I will, if required, pay for the cost for re-keying all affected locks;

If key is not returned as requested, I understand that disciplinary action or civil/criminal proceedings could take place depending upon my employment status.

Keyholder's Signature _____ Date _____

Authorizers Agreement

As Department Chair/Supervisor, Dean/Department Head or Vice President, I understand that if employee terminates and does not return key that my department will pay the key replacement fee (current fee is \$25.00). **If key is being issued to a student, their key should be turned into the SOSU Physical Plant at the end of each semester. It is the issuing departments responsibility to see that the key issued to a student is returned to the SOSU Physical Plant.**

Department Chair/Supervisor
Required for Office Key

Dean/Department Head
Required for Building Master

Vice President
Required for Grand Master