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.

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<th>Building Name</th>
<th>Area/Room Number/Description</th>
<th>(For Physical Plant Use Only)</th>
<th>Keycode</th>
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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.

__________________________________________ Required for Office Key
Department Chair/Supervisor

__________________________________________ Required for Building Master
Dean/Department Head

__________________________________________ Required for Grand Master
Vice President