

# Key Request Form

Date \_\_\_\_\_ New Employee \_\_\_\_\_ Current Employee \_\_\_\_\_ Keyholder email \_\_\_\_\_

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.**

<b>Keys Requested</b>		
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