

Key Request Form

Key Control Office - _____
Southeastern Oklahoma State University

Keyholder: Last Name _____ First _____ Middle _____ Initial _____		
SS No. _____	Ext. _____	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Vendor <input type="checkbox"/> Other
Keyholder's Agreement: By my signature herein, I acknowledge that I have received this key, and have read, understood, and agreed to all the terms of the "Keyholder's Agreement" as stated below.		_____ <i>Keyholder's Signature</i> _____ <i>Date</i>
Lock: Building _____	Room # _____	Room Use _____
Authorizing Dept.: _____	Dept. # _____	Acct. # _____
Authorizer's Agreement: If this key is not returned to Key Control when this keyholder terminates, my department will be charged a fee of \$25.00 or more as determined by the then current University Policy.		_____ <i>Dept. Chair/Supervisor</i> _____ <i>Dean/Division Head</i> _____ <i>Vice President</i> _____ <i>Director of Physical Plant</i> <i>Date</i>
Key Control: Keycode _____ Issue # _____ Entered By _____		

Keyholder's Agreement

By my signature on the above Key Request Form, I agree to all the following terms:

1. The key described herein remains the property of the state of Oklahoma and S.O.S.U. Key Control.
2. This key is entrusted to me for my exclusive use - I will not duplicate it, loan it, exchange it, or otherwise allow its use or possession by any other person.
3. I will report its loss, theft, or destruction immediately to my department and to Key Control.
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 Key Control, I will return it promptly, in person, and ONLY to the S.O.S.U. Key Control Office. If I do not so return this key, I agree to all the following terms:
 - a. I will pay the current key replacement charge (\$25 - per individual key);
 - b. I will, if required, pay for the cost for re-keying all affected locks;
 - c. Release of my final check and/or processing of payment of my retirement refund and other entitlement may be delayed;
 - d. My grades may be blocked;
 - e. A disciplinary reprimand may be entered in my permanent personnel record;
 - f. The University may bring civil or criminal proceedings against me for theft of state property.