

**KEY REQUEST FORM**

OSU - Center for Health Sciences

Submit form to Email: [chs.facilities@okstate.edu](mailto:chs.facilities@okstate.edu) & [chs.security@okstate.edu](mailto:chs.security@okstate.edu)

STATUS: Student Temporary Faculty Full Time Faculty End Date: \_\_\_\_\_  
Contractor Temporary Staff Full Time Staff

KEY # \_\_\_\_\_  
(Locksmith Only) Building Room Number

Key Holder Name: Last First MI. Circle one - Faculty / Staff / Student/ Temp  
(Print Only) Title Requesting Dept / Phone Number  
Printed Name of Department Head/Manager Dept Fund Number  
Requestor: Signature of Depart. Head/Manager Date  
Approved by: Signature of Department Chair Date  
Reviewed by: Signature of Safety and Compliance Date  
Approved by: Signature of Chief of Security Date  
Approved by: Facilities Management Signature Date

Key Holder: I am the person who will be using this key(s) and am responsible for seeing that it is returned to the Facilities Department or the Security Department when my responsibilities no longer require this access or when my enrollment/employment is terminated, whichever is sooner. If I do not return this key(s), my signature authorizes the university to initiate an automatic payroll deduction for replacement, to place a hold on State financial transactions, or to place a hold on my graduation diploma and/or transcripts.

Key picked up by: \_\_\_\_\_ (Date)

Issued by: \_\_\_\_\_

**RETURN KEY TO FACILITIES DEPARTMENT OR CHS SECURITY DEPARTMENT**

Key returned by: \_\_\_\_\_ (Date)

Accepted by: \_\_\_\_\_ (Date)

**READ & INITIAL THAT YOU ACKNOWLEDGE THE FOLLOWING TO OBTAIN A KEY(S)**

- 1. Each key(s) must be requested on a separate Key(s) Request Form.
- 2. Get Department head/Chair authorization and signature
- 3. Hand deliver or Mail **ORIGINAL SIGNED** form to the Physical Plant Office.
- 4. Key requests will be reviewed for approval upon receipt of properly filled out key(s) request.
- 5. Requester will be notified when key(s) is ready for issue. Key(s) will be ready within **10 WORKING DAYS** upon approval.
- 6. Person being issued key(s) **MUST** present themselves to the Facilities / Security with **CURRENT UNIVERSITY IDENTIFICATION** and sign upon receipt.
- 7. Key(s) must be picked up within **10 BUSINESS DAYS UPON NOTIFICATION**. Key(s) are put back into key(s) inventory if not picked up within 30 business days.
- 8. After 10 business days a **NEW key(s) request** will need to be submitted if key(s) is still needed.

Initial: \_\_\_\_\_

Initial: \_\_\_\_\_

**TO RETURN A KEY(S)**

- 1. When the Key Holder no longer needs the key(s) return the key(s) back to the Facilities Office or Security Office. **Only the Facilities or the Security Department are authorized to issue and transfer key(s). WITH PROPER PAPERWORK.**
- 2. The person who accepts the key(s) in the Facilities Office will sign original Key(s) Request Form verifying key(s) has been returned.
- 3. Facilities Department, **upon request**, will provide copy of the Key(s) Request Form, with return signatures to person turning in key(s), or email to responsible department.
- 4. Lost key(s)-Individual losing key(s) or department shall be charged for replacement and for other affected key(s) and door locks.