

**FACILITIES MANAGEMENT PROCEDURE LETTER NO. 1-3
CENTRALIZED LOCK AND KEY CONTROL SYSTEM**

KEY REQUEST FORM

Instructions: To order a key, fill out this form, get signature authorization from your department Key Manager and Fax to Facilities Management @ 303-871-4100. Allow five (5) working days for key to be issued.

Date of Request:			
Issue key to: (Key holder)			
Student	Faculty	Staff	Other
Department:			
Building:			
Room No.:			
Other Access Needed: (e.g., front entrance)			
Charge Budget Account No.:			
Dept. Phone No.:			

KEY ISSUANCE AGREEMENT

I accept responsibility for the key issued to me and will return it upon request or at the time I leave the University of Denver. I understand that failure to return the key when requested or when I leave the University may result in a key charge deducted from my final paycheck or a hold on my final transcript. I further agree not to duplicate or lend the key, and to report loss of a key immediately to my department's key manager. I understand I may be charged a lost key fee.

Signature of Keyholder:	
Date:	
Signature of Dept. Key Manager:	

KEY PICK UP

Signature of Person picking up key:	
Date key picked up:	

FOR OFFICE USE ONLY

Key No.:	Date Issued:
Charge Summary	
(1) Labor \$ _____	No. of Keys Made: _____
(2) Materials \$ _____	<u>Acct. No. Reimbursed:</u> _____
(3) Sub-total \$ _____	
(4) Overhead \$ _____	_____ - 3670 Labor
(5) Materials + OH \$ _____	
(6) Total Chargeback \$ _____	_____ - 3671 Materials