



UNITED TRIBES
TECHNICAL COLLEGE

Facilities Management Key Request Form

Date

Key Number

Name

UTTC Employee Number

Department

Telephone Number

Key Issue Agreement: In return for the loan of this key. I agree:

- 1) Not to give or loan the key to others.
- 2) Not to make any attempts to copy, alter, duplicate, or reproduce the key.
- 3) To use the key for authorized purposes only.
- 4) To safeguard and store the key securely.
- 5) To immediately report any lost or stolen keys to Director of Facilities Management.
- 6) Produce or surrender the key upon official request.
- 7) I agree that if the key is lost, stolen, or not surrendered when requested a charge that reflects the cost of changing any and all locks affected **will** be assessed. The UTTC Key Replacement Cost is \$25. The cost of changing any and all locks will be determined on a case-by-case basis.

To schedule a time for key issue, please email: banderson@uttc.edu

Key #	Description/Location	Unit Price
TOTAL:		

REQUIRED SIGNATURES

Requested By: _____

Director of Facilities Management: _____

Vice President of Campus Services: _____

Mail or deliver original form to:

**Director of Facilities Management
United Tribes Technical College
3315 University Drive
Bismarck, ND 58504**

This form must be completed in its entirety to be valid.
Invalid forms will be returned to the originating department.