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 load 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 immediately report any lost or stolen keys to Director of Facilities.
5) Produce or surrender the key upon official request.
6) I agree that if they key is lost, stolen, or not surrendered when requested a charge that reflects the cost of changing and all locks affected will be assessed. The UTTC Key Replace 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

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<th>Key #</th>
<th>Description/Location</th>
<th>Unit Price</th>
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TOTAL:

REQUIRED SIGNATURES
Requested By:
Supervisor

Facilities Director

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

“For every leader there is a beginning…”