

POLICY: ECAA-E
Approved: January 25, 2010
Reviewed:
Revised:

KEY REQUEST FORM
(Use one form for each key only)

Name: _____ Phone: _____

Key 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; **6)** produce or surrender the key upon official request. I also agree that if the key is lost, stolen or not surrendered when requested, a charge of \$20.00 will be assessed.

Signature: _____ Date: _____

Issue Type: Standard

Temporary

Due Date: _____

Reissue

Reason: _____

Authorizer's Signature: _____ Date: _____

OFFICIAL USE ONLY	
DATE ISSUED	_____
BY	_____
ENTERED BY	_____

KEY RETURN:	
RETURN DATE	_____ BY _____
RETURN REASON	_____ _____
KEY NOT RETURNED:	
<input type="checkbox"/> LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> BROKEN <input type="checkbox"/> OTHER	
EXPLAIN CIRCUMSTANCES: _____ _____ _____	
SIGNATURE RECEIPT	_____
BY	_____