Date

____________________________

Work Order Number

____________________________

Name

____________________________

DSU Employee (900) 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 Campus Police and Facilities Management.
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 that reflects the cost of changing any and all locks affected
will be assessed.
7) It is the responsibility of the key holder and the supervisor, dean or vice president and building
manager who authorized issuance of the key(s) to assure that all keys are returned to Key Shop
upon the key holder’s: 1. Transfer to another department; 2. Termination of employment, or;
3. Change of assignment that makes it unnecessary for the key holder to have the assigned keys. All
keys must be accounted for and returned. Deans or building managers will be notified of missing
keys or other key discrepancies upon return of keys to the Facilities Management Key Shop. The
director of Facilities Management will determine when re-keying of locks or space is required when
keys are not returned or keys are missing.

REQUIRED SIGNATURES.  BY SIGNING, I AGREE TO THE ABOVE TERMS.
Requested by:

Building Manager:

____________________________

Dean or Vice President:

____________________________

Medeco Key Cost $10

All Other Keys Cost $5

To schedule a time for key issue, please email: dsmith@deltastate.edu

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<th>Item #</th>
<th>Description /Location</th>
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TOTAL:

Mail or deliver original form to: Key Control, Facilities Management
Delta State University Box 3102
This form must be accompanied by a Work Order in SchoolDude to be valid.
Invalid forms will be returned to the originating department.