

KEY AUTHORIZATION FORM STUDENTS

This Authorizes the Physical Plant office to issue a key to:

(Name of the Student)

Building/Room Number: _____

This Authorization Expires on: _____

I understand that any key(s) must be returned to the Physical Plant
Upon leaving school because of a leave of absence, graduation, etc., or at the
End of the year. Failure to return my key(s) subjects me to a penalty.
For non-return of brass keys or swipes (after the grace period) a charge
of \$10.00 per key will be enforced. If the lock needs to be changed (at the
discretion of the department) a charge of \$60.00 will be enforced THESE
KEY/KEYS WILL NEED TO BE RETURNED TO THE PLANT OFFICE
AT THE EXPIRATION DATE OR SCHOOL YEAR.

(AUTHORIZED FACULTY/STAFF SIGNATURE)

Please Print then Sign.

(Date of issue)

(Signature) of the Student