



Work Order Number: _____

Key Request Form

To: **Work Control Center, P. O. Box 17460**
(Faxes and e-mails cannot be accepted)

Requestor: _____ J#: _____ Dept.: _____ Status: _____
(Please Print) **Faculty/Staff**

Deliver To: _____ Bldg.: _____ Phone #: _____
(Please Print)

Please Check: New/Worn **Key** _____ **New/Worn Card Access Key** _____ ****Lost/Stolen Key/Card Access Key** _____

(Print card/key number here)

* Authorized By: _____ Phone #: _____
(Please print - sign below) (For Authorization Verification)

1. *All Key Request forms must be signed by an authorized member(Dean, Director, or Department Head) of your department to be valid. Authorized members are individuals whose names appear on the "Key Request Form" as designated by your department. Invalid forms will be returned to the originating department. Please contact Facilities & Construction Management (FCM) at 601.979.2522 should you need to fill out a key request form.
2. **Request for lost or stolen keys/card access keys must be accompanied by a Key Request Form. A charge of \$5.00 per item will be assessed. If the lost or stolen key was a master, please contact the Work Control Center at 601.979.2522 immediately. Your department may be responsible for funding the re-key of the affected area or facility.
3. Indicate the status of the individual receiving the key or Access Card.
4. A reasonable effort will be made to deliver keys/cards per the instructions above. **Keys will be delivered to the Deans, Directors of Department Heads only.** The recipient's signature is required.
5. Keys may NOT be transferred within the requesting department. Once signed for, the requestor and your department are responsible for key. It is recommended that your department maintain an internal key assignment list as a means of tracking keys. Facilities Management cannot track keys beyond the person who requested them.
6. Unwanted or obsolete keys, or keys from transferring or terminating employees **MUST** be returned to the FCM. You will be given a receipt, which will end your department's responsibility for them.
7. Duplicating or replacing keys through an outside agency, company, or private business other than the Jackson State University's Facilities & Construction Management is prohibited unless authorized in writing. The duplication or possession of any unauthorized university key is considered a misdemeanor. Violations will be reported to the appropriate authorities.

Requester's Signature

Director of Operations for FCM

Assistant VP for FCM

Authorization Signature

Date

Date

# of Keys	Key Stamp	Bitings	Building/Area	Room#/Description
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____