



Contractor/Vendor KEY AGREEMENT FORM

This key agreement is entered into by and between Western Kentucky University (WKU), and the Contractor identified below.

For and in consideration of WKU issuing keys to the Contractor, the Contractor agrees to the following:

1. The Contractor agrees to insure that the keys issued herein by the WKU Access Control are for the purpose and use of the Contractor only as required by Contractor's performance of contract services / work for WKU.
2. The Contractor agrees that all keys are the property of WKU.
3. The Contractor understands and agrees to the following:
 - a) All keys must be returned to the WKU Access Control within **five (5) business days** following completion of Contractor's services / work, as determined by WKU Planning, Design and Construction Department.
 - b) If Contractor fails to return any key(s) issued to it by the scheduled return date Contractor agrees to pay to WKU the sum of One Hundred Dollars (\$100) per key, and consents to said sum being withheld by WKU from any payment due to Contractor. If no such funds are available, Contractor shall make payment to WKU within five (5) business days of being notified by WKU.

Contractor Name: Current Date:

Company Name: Phone#:
(if different)

Building/Project:

	<u>Serial #</u>	<u>Due Date</u>	
Core Mark			
Core Mark			
Core Mark			

Core Mark			

By signing below, I hereby signify and acknowledge that I have read the foregoing Agreement and fully understand that in the event keys are not returned to WKU Access Control within the allotted time period, Contractor shall be in violation of said Agreement and will be charged accordingly.

Signature
Contractor Authorized Representative

Date
Email Address:

Have seen and approve:

WKU Authorized Agent

Name: Dept:

Email Address: Phone#:

APPROVED - Signature Access Control **DATE**

INSTRUCTIONS: Use additional forms if necessary. Complete Building, Room and Core Mark (if known) and return to Access Control via Campus Mail. All keys must be picked up in person. Please allow 24 hours for cutting keys. If you have any questions, please call 745-5050.