

Key Request

REQUESTOR INFORMATION:

☐ REPLACEMENT
 ☐ LOST
 ☐ STOLEN*
 ☐ BROKEN
 ☐ NEW EMPLOYEE
 ☐ NEW LOCK/DOOR

POSITION TITLE (Specify if key is for graduate student)

DUE DATE

LAST NAME

FIRST NAME

EMPLOYEE #

PHONE NUMBER

E-MAIL ADDRESS

DEPARTMENT

ACCOUNT #

DATE

KEY INFORMATION:

BUILDING

ROOM NUMBER

KEY CODE

NOTES

BUILDING

ROOM NUMBER

KEY CODE

NOTES

BUILDING

ROOM NUMBER

KEY CODE

NOTES

BUILDING

ROOM NUMBER

KEY CODE

NOTES

APPROVAL:

BUILDING COORDINATOR (PRINTED NAME)

SIGNATURE

PHONE NUMBER

DATE

Signatures below are required for issuance of sub-master and master keys.

DEAN OR DIRECTOR (PRINTED NAME)

SIGNATURE

DATE

Tony Lombardo

FACILITY SERVICES EXECUTIVE DIRECTOR

SIGNATURE

DATE

Lawrence Rabalais

CHIEF OF POLICE

SIGNATURE

DATE

Issuance Agreement

I acknowledge receipt of the above listed key and agree to adhere to the key control policies and procedures as per the University Rules & Regulations:

- A. Key(s) remain the permanent property of Louisiana State University.
- B. A lost or stolen key(s) must be reported immediately to LSU OFS and LSU PD. A fee will be charged for each lost key and to rekey lock(s), if deemed necessary.
- C. Individuals may not loan keys to anyone.
- D. Only an LSU locksmith may duplicate an LSU key(s).
- E. No employee will unlock a door for any person unless they are certain the individual is authorized to be in the building/room/area. Upon termination of employment, periods of extended leave from the university, or when a change in space assignment occurs, key(s) must be returned to the Building Coordinator. **A fee will be charged for each unreturned key plus the cost to replace each core the lost key operates.** (Master Keys will open multiple cores)

SIGNATURE (SIGN ONLY UPON RECEIVING KEYS)

DATE