

**PHYSICAL KEY RETURN FORM**

Key Holder completes this form if moving to a new location or terminating employment with the University. Physical keys are to be issued only by Facilities & Operations. A returned key can be assigned to a new employee by submitting a Physical Key/Lock Change Request Form. Reference 06.06.13 Keys & Building Access Cards Policy for additional information.

**Submit form & returned key(s) to Facilities & Operations, Physical Plant Building, Room 102.**

KEY HOLDER INFORMATION			
KEY HOLDER:		KEY HOLDER EMAIL:	
KEY HOLDER A#:		KEY HOLDER SIGNATURE:	
KEY HOLDER PHONE:			

DEPARTMENT INFO/APPROVAL			
DEPARTMENT:		DATE APPROVED:	
DEPT HEAD TITLE:		DEPT HEAD SIGNATURE:	

RETURNED KEYS				
	BUILDING	ROOM #	KEY ID#	OFFICE USE
KEY #1				
KEY #2				
KEY #3				
KEY #4				
KEY #5				

ADDITIONAL INFORMATION (IF NEEDED):

FACILITIES & OPERATIONS USE ONLY			
RECEIVED BY:		LOCKSMITH:	
DATE:		DATE:	