

# COLLEGE OF SAINT BENEDICT KEY REQUEST AGREEMENT

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

BANNER ID#: \_\_\_\_\_ TITLE: \_\_\_\_\_ EXT: \_\_\_\_\_

With my signature below, I request the described key be issued to me. I understand that this key is the property of the College of Saint Benedict and its loss will be reported immediately to campus security. By accepting this key I acknowledge my responsibility for all property and/or records secured by the lock operated by this key. I agree to accept all financial responsibilities associated with replacing coinciding keys and locks should this key be lost. I will not duplicate or transfer this key to any other person and will surrender it to the Physical Plant when I no longer have a need for the key or end my employment at the college. I agree to abide by the college policy and procedures.

# of Keys	Key Stamp	Room #	Bldg.	Officeholder Signature	Departmental Authorization	Facilities Director Authorization

To request a key:

1. Fill in the following spaces at the top of this form:
  - key stamp number (if known)
  - room number
  - building
2. Carefully read over the agreement outlined at the top of this form.
3. Sign your name in as the officeholders' signature.
4. The form must be signed by the academic dean or the department head/chairperson in the space provided.
5. Return this form, with the appropriate signatures, to the Security office for the Director's signature.

To receive a key:

1. Allow a full working day for the request to be processed.
2. Pick up and sign for the key at the Security Office in Mary Commons.

You may call extension 5985 with any questions or concerns.