



KEY REQUEST FORM

UNT Dallas Facilities

 Bring Form To:
 UNTD Facilities Founders Hall room 140
 (972) 338-1451

| | | |
|-------------------------|---|-------------|
| Last Name: | First Name: | Mi.: |
| UNT ID #: | <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other | |
| Keyholder Phone: | Keyholder Email: | |

| Department | | | | | | | Key Office Only | |
|--------------------------------|---------------|-------------|---------|------------------|-------------------------|------|-------------------------|---------|
| | Building Name | Room Number | Dept. # | Acct#/ DeptID | Authorizer Signature | Date | Issue # | Keycode |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| Authorizer Printed Name | | | | | Authorizer Email | | Authorizer Phone | |
| | | | | | | | | |

Note: All of the Above Information is Required.

IMPORTANT NOTICE!

All keys are the property of the University and shall not be loaned, borrowed or transferred without approval. Keys lost or stolen shall be reported to Facilities and UNT Police as soon as possible.

KEYHOLDER'S AGREEMENT

By my signature below, I agree to all the following terms:

1. The key described herein remains the property of the State of Texas and UNT Dallas.
2. This key is entrusted to me for my exclusive use - I will not duplicate it, loan it, exchange it, or otherwise allow its use or possession by any other person.
3. I will report its loss, theft or destruction immediately to my department, Facilities Manager and to the UNT Police .
4. If this key becomes lost, stolen or otherwise not available for return, I will pay the key replacement fee.
5. When I terminate employment or no longer need this key, or upon demand from Facilities. I will return it promptly, in person, and ONLY to the Facilities Manager or the Police Supervisor. If I do not return this key, I agree to all the following terms:
 - a. I will pay the current key replacement fee;
 - b. I will, if required, pay the cost for rekeying all affected locks;
 - c. Processing of payment of my retirement refund and other entitlements may be delayed;
 - d. My grades may be blocked;
 - e. A disciplinary reprimand may be entered in my permanent personnel record;
 - f. The University may bring civil or criminal proceedings against me for theft of state property.

Note: The original form shall be given to UNTD Facilities and a copy retained by the department and the keyholder.

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|-------------------------------|--------------|
| Keyholder's Signature: | Date: |
|-------------------------------|--------------|